

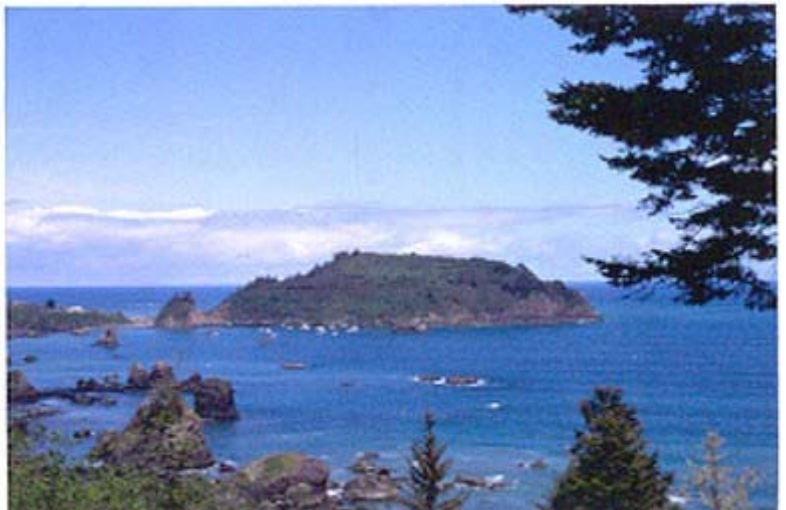


# Humboldt County Occupational Outlook Report

## 2000-2002

Correctional Officers and Jailers-Auto Body Repairers-Elementary School Teachers- Cashiers-Restaurant Cooks-Counter and Rental Clerks-Tellers-Dental Assistants-Forest and Conservation Workers-,Hotel Desk Clerks-Industrial Truck

and Tractor Operators-General Office Clerks-Instructional Aides-Lodging Managers-Laborers, Landscaping and Groundskeeping-Maids and Housekeeping Cleaners-Maintenance Repairers-General Utilities-Medical Secretaries-Physical Therapy Assistants-Reception and Information Clerks-Amusement and Recreation Attendants-Teachers, Preschool-Tire Repairers and Changers-Truck Drivers, Heavy-Truck Drivers, Light-Physicians' Assistant-Waiters and Waitresses-Machinists-Welders and Cutters-Bill and Account Collectors-Bookkeeping, Accounting, and Auditing Clerks-Customer Service Representatives-Utilities-Bus Drivers-Child Care Workers-Computer Aided Design Technicians-Computer Support Specialist-Sales Representatives-Firefighters-Food Preparation Workers-Residential Counselors-Food Service Managers-Property and Real Estate Managers and Administrators-Home Health Aides-Internet Web Site Designers/Developers-Machinery Maintenance Mechanics-Packing and Filling Machine Operators and Tenders-Office Managers-Painters, Paperhangers-Construction and Maintenance-Pharmacy Technician-Purchasing Managers-Registered Nurses-Secretaries-Reporters and Correspondents-Dental Hygienists-Salespersons-Retail-Traffic, Shipping, and Receiving Clerks-Loan Officers- Welfare Eligibility Workers and Interviewers





# Occupational Outlook Humboldt County Years 2000 - 2002

*A product  
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Labor Market Information Division  
<http://www.calmis.ca.gov>

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by:*

**Department of Health and Human Services, Social Services Branch  
Employment Training Division**



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## ***Preface***

*This Occupational Outlook Report (OOR) is based on studies in which various occupations were selected for research; employer samples were developed; surveys were conducted; and the resulting data was tabulated, analyzed, and compared with additional sources of information. The final results are published in this report.*

*Training programs offered by adult schools, community colleges, regional occupational programs, private post secondary schools, and apprenticeships in Humboldt County are available for some of the occupations listed in this report and are listed in each description.*

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# **Q: What is the Employment Training Division?**

## **A:**

The Employment Training Division (ETD) is a group of local professionals who specialize in employment training services. These services are currently federally funded through the Workforce Investment Act (WIA).

The purpose of the ETD is to help prepare adults and dislocated workers for entry into the labor force and to provide job training to individuals facing barriers to employment.

The ETD offers a wide variety of specialized training programs, whether you are an unemployed adult worker or have been laid off from a recent job. If you are looking for training leading to a rewarding career, the ETD can help you.

The ETD encourages non-traditional employment opportunities for women and men.

The Employment Training Division's programs will help you get the skills and experience employers want.

## **Programs Offered:**

### **Occupational Skills (Classroom) Training**

A program offered through contractual agreement with public and private agencies to provide training and job placement in a variety of vocations.

### **On-the-Job Training**

A program that provides incentives to employers for hiring and training employees through ETD

### **Re-employment Services**

A program specifically designed to assist persons who are about to be or have been laid off as a result of plant closures or consolidations.

## **ETD Advantages:**

### **Clients Benefit**

By receiving assistance in career counseling, job training, and placement, clients can develop more productive and financially independent lives.

### **Employers Benefit**

At no cost to employers, ETD provides:

- Pre-screening of applicants' skills and educational levels
- Specifically designed on-the-job occupational training
- Financial incentives for hiring WIA-eligible applicants

### **Community Benefits**

ETD brings Humboldt County businesses, residents, and employers together, creating mutual relationships that maintain and stimulate employment and economic prosperity in our area.

ETD is a proud partner of the Job Market, Humboldt County's one-stop for employment, education, and training services. To obtain more information on these Humboldt County opportunities, contact the Job Market at (707) 445-6149, or stop by at 409 K Street, Eureka, California 95501. (ETD is an equal opportunity agency. Auxiliary aids and services are available to individuals with disabilities. All services are subject to fund availability.)

### **◆ Employment Development Department Job Services for Employers and Job Seekers**

The Employment Development Department (EDD) is the largest source of personnel recruitment in California. There is no fee to employers or job seekers. In addition to traditional office-based services, EDD customers can go on line to list a job, view current openings, or post a resume. For more information on CalJOBS, telephone (707) 445-6532, or on-line at <http://www.caljobs.ca.gov>.



# *Introduction*

This Occupational Outlook Report has been prepared to provide the user with an appropriate beginning to explore the Humboldt County labor market. The information in this book was gathered from local employers, and accurately represents their responses to the extent possible. Please remember that not all employers agree to furnish information, and therefore, could not be included in this publication. Other unforeseen events, such as economic conditions, technology, and legal decisions, can also influence the labor market. Although information is shown to the nearest whole number for ease of comparison, the reader should not interpret this as an indication of precision (ranges are also considered to be representative). This report should be combined with other sources of occupational information before making important career decisions. Data for 2000, 2001, and 2002 are presented in this report. Data for 2002 were gathered between May 05, 2002 and February 17, 2003.

## **Possible Uses for This Report...**

### ***Career Decisions:***

Career counselors and job seekers can make informed occupational choices based on skills, abilities, interests, education, and personal needs. The localized information is easy to understand and includes employer requirements and preferences, wages and benefits, supply and demand, assessments, and more.

### ***Curriculum Design:***

Training providers can assess and update their curriculum based on current employer needs and projected trends, as indicated in this report.

### ***Human Resource Management:***

Small business owners and large corporate human resource directors alike can use this report to help determine competitive wages and benefits, improve their recruitment methods, and assess the availability of qualified workers for business relocation or expansion purposes.

### ***Program Planning:***

This report provides local planners and administrators with employment and training information, occupational size, and expected growth rates. Program planners can use this data to evaluate, eliminate, improve, and plan new programs.

### ***Program Marketing:***

Training providers can effectively market their programs by informing students, employers, and others that the chances for job placement are greater because their training programs are developed using reliable local occupational data.

# *Guide to Occupational Summaries 2002*

## **Description of Occupation**

Descriptions are taken from the Occupational Employment Statistics (OES) Dictionary, published by the U.S. Department of Labor. These descriptions provide a direct relationship to Occupational Employment Projections data produced by the Employment Development Department.

## **Wages/Benefits**

### **Wages**

Wages included in this report are those paid by employers participating in the survey for employees at three levels of experience. The report does not include extreme wages. Although wages are shown to the nearest cent for ease of comparison, the reader should not interpret this as an indication of precision. The skills and experience levels used in this report are defined as follows:

**New hires, no experience:** Persons trained or otherwise qualified, but with no paid experience in the occupation.

**New hires, experienced:** Experienced persons, or persons at the journey-level, but just starting at the firm.

**3+ yrs experience with firm:** Experienced persons, or persons at the journey-level, with at least 3 years experience at the firm.

A separate union wage scale is used when union employment exceeds 20% of an occupation's total employment.

Wage information is presented as a tool for evaluating and comparing the potential earnings of one occupation with another. Wage information is not intended to represent official prevailing wages.

### **Hours and Benefits Offered**

This data is obtained from employer surveys. Refer to **Key Terms** along the lower bottom corner of the page for corresponding percentage value of the terms **All**, **Almost All**, **Most**, **Many**, **Some**, and **Few** used throughout this section and others.

## **Supply and Demand**

The following terms refer to the relative difficulty employers reported in locating qualified experienced and inexperienced applicants for the occupations surveyed:

**Very Difficult:** Demand is considerably greater than the supply of qualified applicants. Employers often cannot find qualified applicants when an opening exists.

**Moderately Difficult:** Demand is somewhat greater than the supply of qualified applicants. Employers may have some difficulty finding qualified applicants at times.

**Not Difficult:** Supply of qualified applicants is considerably greater than demand, creating a very competitive job market for applicants.

### **Recruitment Methods**

The most successful recruitment methods reported by responding employers are presented.

## **Size of Occupation**

### **EDD Occupational Projections**

The term used to describe the size of a particular occupation refers to its estimated number of workers in the county. Occupational size in Humboldt County is measured using the following scale:

**Small** = Less than 76

**Medium** = 76 – 151

**Large** = 152 – 328

**Very Large** = 329 and above

### **Gender**

Gender statistics are from the employer surveys and are presented as a percentage of the total number of employees reported by all of the responding employers for that occupation.

**Key Terms: All: 100%; Almost All: 80 – 99%; Most: 60 – 79%; Many: 40 – 59%; Some: 20 – 39%; Few: <20%**

# *Guide to Occupational Summaries 2002*

## **Employer Requirements**

### **Education, Training and Experience**

This section presents the amount and kind of education, work experience, training and skills required or preferred by surveyed employers. **Key Terms** are applied.

While minimum educational requirements have been shown as employers expressed them, these educational requirements are not always essential for the performance of job duties. Because the lack of education will create a barrier with some employers, employer's educational statements have been included in this report.

### **Required Skills**

This section includes technical, physical, personal or basic skills preferred by employers. In addition to the skill data provided by the surveyed employers, information was compiled from occupational skill tables provided by LMID and the O\*NET™ 3.0, U.S. Department of Labor, Employment and Training Administration.

The job qualifications and work skills information in this section should be interpreted with care. In many cases the skills listed represent relatively general "skill areas" e.g., the "ability to communicate effectively." In such cases the specific skills or skill clusters are not specified, and results should be interpreted as representing the areas of competence employers perceive to be important rather than more detailed "job specific competencies for job entry." However, the user interested in identifying the specific skill and qualification needed for job entry should find these results useful in narrowing the focus of further inquiry.

## **Where the Jobs Are**

Information in this section identifies industries providing sources of employment for each occupation. Information was compiled from occupational forecast tables provided by the EDD Labor Market Information Division and industries representative of firms surveyed.

## **Projections / Employment Trends**

### **Employer Projections**

Information projecting employment levels over the next two years was obtained from employer surveys. **Key Terms** are applied.

### **Projected Job Openings**

Job openings from 1999-2006. This information is provided by the Labor Market Information Division/EDD.

### **Occupational Forecast: 1999 - 2006**

Projected Job Growth is an overview of decline, stability, or growth of job opportunities in relation to overall employment opportunities for the County. The following terms are applied to the occupational growth rates of this county:

**Much faster than average** = 1.50 times average or more

**Faster than average** = 1.10 to but not including 1.50

**Average** = 0.90 to but not including 1.10

**Slower than average** = Less than 0.90 but greater than 0

**Remain Stable** = Zero

**Slow Decline** = Less than zero

## **Other Information**

### **Promotional Opportunity**

Information in this section is from employer surveys and describes the possible career path for workers in the occupation. **Key Terms** are applied. It should be kept in mind that the possibility of promotion and advancement varies considerably between employers.

### **Turnover**

This section is based on employer responses over the past 24 months.

### **Union Collective Bargaining**

This section is compiled from employer responses. This shows the current employee union/non-union status.

## **Local Training Opportunities**

### **Local Training Opportunities**

When applicable, training programs offered within Humboldt County are listed. A list of local schools, related to occupations contained in this publication, are located in the Local Training Facilities Section in the back of this book.

# Amusement & Recreation Attendants

OES Code: 680140

6 Employers Responding, 35 Jobs Represented

## Description of Occupation

Amusement and Recreation Attendants perform a variety of duties at amusement or recreation facilities. They schedule the use of recreation facilities and allocate equipment to participants of sporting events or recreational pursuits, collect fees for games played, set pins, prepare billiard tables, provide caddying and other services for golfers, and operate carnival rides and amusement concessions.

## Wages/Benefits

Wages	Range	Median
New hires, no experience	6.75 7.00	6.88
New hires, experienced	6.75 9.00	7.00
3+yrs experience with firm	8.00 17.02	8.50

**Hours** Many employers reported employment is full time averaging 40 hours per week; many employers reported part time employment averaging 25 hours per week; few employers reported seasonal employment averaging 20 hours per week.

## Benefits Offered

Benefits	Employer Pays All		Share of Cost		Employee Pays All	
	FT	PT	FT	PT	FT	PT
Medical	33%					
Dental	17%					
Vision	17%					
Life						
Sick Leave	17%					
Vacation	17%					
Retirement						
Child Care						

## Supply and Demand

### Difficulty in Finding Applicants

**Experienced:** Employers report it is very difficult to find fully experienced and qualified applicants.

**Inexperienced:** Employers report it is moderately difficult to find inexperienced applicants who meet their requirements.

### Recruitment Methods

The most successful recruiting methods used by responding employers.

- ♦ Community Referrals 67%
- ♦ Employee Referrals 67%
- ♦ Walk-In 67%

## Size of Occupation

(Projection and Planning Information 1999-2006 as compiled by the Labor Market Information Division/EDD)

- ♦ **Occupational Size** Large, 210-240 employees
- ♦ **Gender** Male 80%, Female 20%

# *Amusement & Recreation Attendants*

## Employer Requirements

### Minimum Level of Education Required by Responding Employers

- ♦ Less Than High School 33%
- ♦ High School or Equivalent 67%

### Work Experience and Training

	Yes	No	Preferred
<b>Work Experience Required</b>	33%	33%	33%
<b>Prior Training Required</b>	33%	50%	17%

**Experience:** Firms requiring experience prefer 17 months experience in this occupation.

**Training:** Firms requiring training stated that 8 months of training is needed.

### Required or Preferred Skills

Ability to speak effectively  
Service oriented  
Social awareness  
Mathematics  
Ability to use spreadsheet software  
Ability to use word processing software  
Ability to use desktop publishing software

## Where the Jobs Are

Misc. Amusement and Recreation Services

## Projections

### Employer Projections

Most employers expected employment levels to remain stable over the next 24 months with some expecting levels to grow.

### Projected Job Openings

Openings from Growth	30
Openings from Separations	30
Projected Openings	60

### Occupational Forecast 1999-2006

(Projection and Planning Information as compiled by the Labor Market Information Division/EDD)

**Projected Job Growth** Much faster than average

## Other Information

### Promotional Opportunities

Most employers provide promotional opportunities such as Secretary and Management.

### Turnover

Responding employers stated that the rate of turnover for this occupation was 11.4%

### Union Collective Bargaining

None of the employers reported that their employees were unionized.

## Local Training Opportunities

N/A

Please see Local Training Facilities Section for more information.

# Correctional Officers and Jailers

OES Code: 630170

1 Employer Responding, 85 Jobs Represented

## Description of Occupation

Correctional Officers and Jailers guard inmates in penal or rehabilitative institutions in accordance with established regulations and procedures. They may guard prisoners in transit between jail, courtroom, prison, or other points, traveling by automobile or public transportation, and may be designated deputy guard. This occupation includes Deputy Sheriffs who spend the majority of their time guarding prisoners in county correctional institutions.

## Wages/Benefits

Union Wages	Range		Median
New hires, no experience	12.53	12.53	12.53
New hires, experienced	13.84	13.84	13.84
3+yrs experience with firm	15.29	15.29	15.29

**Hours** All employers reported employment is full time averaging 40 hours per week.

## Benefits Offered

Benefits	Employer Pays All		Share of Cost		Employee Pays All	
	FT	PT	FT	PT	FT	PT
Medical			100%			
Dental	100%					
Vision	100%					
Life	100%					
Sick Leave	100%					
Vacation	100%					
Retirement	100%					
Child Care						

\* Deferred Compensation is offered.

## Supply and Demand

### Difficulty in Finding Applicants

**Experienced:** There is no data available for this category.

**Inexperienced:** Employers report it is very difficult to find inexperienced applicants who meet their requirements.

### Recruitment Methods

The most successful recruiting methods used by responding employers.

- ◆ Newspaper Ads 100%
- ◆ Employee Referrals 100%
- ◆ Outreach 100%

## Size of Occupation

(Projection and Planning Information 1999-2006 as compiled by the Labor Market Information Division/EDD)

- ◆ **Occupational Size** Medium, 100-100 employees
- ◆ **Gender** Male 79%, Female 21%

# *Correctional Officers and Jailers*

## **Employer Requirements**

### **Minimum Level of Education Required by Responding Employers**

- ♦ High School or Equivalent 100%

### **Work Experience and Training**

	Yes	No	Preferred
<b>Work Experience Required</b>	0%	100%	0%
<b>Prior Training Required</b>	0%	100%	0%

**Experience:** 0 months of experience is required.

**Training:** 0 months of training is required

\* Peace Officers Standards and Training (POST) is required.

### **Required or Preferred Skills**

Ability to write effectively  
Ability to pass a physical performance test  
Understanding of a variety of cultures  
Ability to handle a crisis situation  
Mathematic skills  
Ability to read and follow instructions  
Ability to use word processing software

## **Where the Jobs Are**

Local Government, Except Hospital and Education

## **Projections**

### **Employer Projections**

All employers expected employment levels to remain stable over the next 24 months.

### **Projected Job Openings**

Openings from Growth 0  
Openings from Separations 20  
Projected Openings 20

### **Occupational Forecast 1999-2006**

(Projection and Planning Information as compiled by the Labor Market Information Division/EDD)

**Projected Job Growth** Remain Stable

## **Other Information**

### **Promotional Opportunities**

All employers provide promotional opportunities such as Sr. Correctional Officer and Supervising Correctional Officer.

### **Turnover**

Responding employers stated that the rate of turnover for this occupation was 10.7%

### **Union Collective Bargaining**

All of the employers reported that their employees were unionized.

## **Local Training Opportunities**

- ♦ College of the Redwoods

Please see Local Training Facilities Section for more information.

# Customer Service Representatives-Utilities

OES Code: 553350

12 Employers Responding, 29 Jobs Represented

## Description of Occupation

Utilities Customer Service Representatives interview applicants for water, gas, electric, or telephone service. They talk with customers by phone or in person and receive orders for installation, turn-on, discontinuance, or change in services.

## Wages/Benefits

Wages	Range		Median
New hires, no experience	6.75	9.59	8.50
New hires, experienced	6.75	16.11	10.28
3+yrs experience with firm	8.00	17.76	12.52

**Hours** Most employers reported employment is full time averaging 40 hours per week; some employers reported part time employment averaging 22 hours per week.

## Benefits Offered

Benefits	Employer Pays All		Share of Cost		Employee Pays All	
	FT	PT	FT	PT	FT	PT
Medical	25%	8%	25%	8%		
Dental	25%	8%	17%	8%		
Vision	17%		8%			
Life	25%		8%	8%		
Sick Leave	50%	33%				
Vacation	50%	33%				
Retirement	25%	8%	17%	8%		
Child Care						

## Supply and Demand

### Difficulty in Finding Applicants

**Experienced:** Employers report it is moderately difficult to find fully experienced and qualified applicants.

**Inexperienced:** Employers report it is very difficult to find inexperienced applicants who meet their requirements.

### Recruitment Methods

The most successful recruiting methods used by responding employers.

- ♦ Newspaper Ads 73%
- ♦ Other-Word of Mouth, etc... 64%
- ♦ Employee Referrals 55%

## Size of Occupation

(Projection and Planning Information 1999-2006 as compiled by the Labor Market Information Division/EDD)

- ♦ **Occupational Size** Small, 30-40 employees
- ♦ **Gender** Male 14%, Female 86%



# Customer Service Representatives-Utilities

## Employer Requirements

### Minimum Level of Education Required by Responding Employers

- ♦ High School or Equivalent 92%
- ♦ Associate Degree 8%

### Work Experience and Training

	Yes	No	Preferred
<b>Work Experience Required</b>	42%	25%	33%
<b>Prior Training Required</b>	8%	92%	0%

**Experience:** Firms requiring experience prefer 15 months experience in this occupation.

**Training:** Firms requiring training stated that 12 months of training are needed.

### Required or Preferred Skills

Telephone answering and sales skills  
Ability to write effectively  
Record keeping skills  
Ability to operate 10-key  
Ability to sit continuously for 2 or more hours  
Public contact skills  
Ability to work independently  
Diplomacy  
Basic math skills  
Oral communication skills  
Ability to use desktop publishing software  
Ability to use spreadsheet software  
Ability to use word processing software  
Ability to use database software

## Where the Jobs Are

Telephone Communications  
Combination Utility Services  
Motor Vehicle, Parts and Supplies

## Projections

### Employer Projections

All employers expected employment levels to remain stable over the next 24 months.

### Projected Job Openings

Openings from Growth 10  
Openings from Separations 10  
Projected Openings 20

### Occupational Forecast 1999-2006

(Projection and Planning Information as compiled by the Labor Market Information Division/EDD)

**Projected Job Growth** Much faster than average

## Other Information

### Promotional Opportunities

Many employers provide promotional opportunities such as Customer Service Rep. II, Customer Service Rep. III, General Manager, or Supervisor.

### Turnover

Responding employers stated that the rate of turnover for this occupation was 7.1%

### Union Collective Bargaining

None of the employers reported that their employees were unionized.

## Local Training Opportunities

- ♦ College of the Redwoods
- ♦ Local Area Adult Schools
- ♦ Northern Humboldt Union High School

Please see Local Training Facilities Section for more information.

# Dental Hygienists

OES Code: 329080

16 Employers Responding, 30 Jobs Represented

## Description of Occupation

Dental Hygienists perform dental prophylactic treatments and instruct groups and individuals in the care of the teeth and mouth.

## Wages/Benefits

Wages	Range	Median
New hires, no experience	18.00 40.00	31.25
New hires, experienced	11.66 46.88	33.63
3+yrs experience with firm	12.50 56.25	37.50

**Other Compensation** Few employers offer bonuses.

## Supply and Demand

### Difficulty in Finding Applicants

**Experienced:** Employers report it is very difficult to find fully experienced and qualified applicants.

**Inexperienced:** Employers report it is very difficult to find inexperienced applicants who meet their requirements.

**Hours** Most employers reported employment is part time averaging 19 hours per week; many employers reported full time employment averaging 32 to 37 hours per week.

### Recruitment Methods

The most successful recruiting methods used by responding employers.

- ♦ Newspaper Ads 75%
- ♦ Word Of Mouth 44%
- ♦ Walk-In 38%

### Benefits Offered

Benefits	Employer Pays All		Share of Cost		Employee Pays All	
	FT	PT	FT	PT	FT	PT
Medical	6%	6%	19%	6%		
Dental	13%	31%	19%	19%		
Vision	6%	6%				
Life						
Sick Leave	25%	50%				
Vacation	38%	50%				
Retirement	25%	19%	13%			
Child Care						

## Size of Occupation

(Projection and Planning Information 1999-2006 as compiled by the Labor Market Information Division/EDD)

- ♦ **Occupational Size** Medium, 100-100 employees
- ♦ **Gender** Male 21%, Female 79%

\*Few employers provide other benefits such as assistance with further education and a cafeteria plan for kids.

# Dental Hygienists

## Employer Requirements

### Minimum Level of Education Required by Responding Employers

- ♦ Associate Degree 62%
- ♦ Bachelor Degree 38%

### Work Experience and Training

	Yes	No	Preferred
<b>Work Experience Required</b>	38%	56%	6%
<b>Prior Training Required</b>	100%	0%	0%

**Experience:** Firms in this occupation prefer an average of 16 months experience.

**Training:** Firms requiring training stated that 26 months training is needed.

\* All employers require their Dental Hygienists to be licensed.

### Required or Preferred Skills

Reading comprehension  
Good communication skills  
Good judgment and decision making  
Critical thinking skills  
Active listening and learning  
Service oriented  
Knowledge of dental software

## Where the Jobs Are

Offices and clinics of dentists.

## Projections

### Employer Projections

Most employers expected employment levels to grow over the next 24 months with a few expecting levels to remain stable or decline.

### Projected Job Openings

Openings from Growth	0
Openings from Separations	20
Projected Openings	20

### Occupational Forecast 1999-2006

(Projection and Planning Information as compiled by the Labor Market Information Division/EDD)

**Projected Job Growth** Remain Stable

## Other Information

### Promotional Opportunities

Few employers provide promotional opportunities. There are no titles with these promotions.

### Turnover

Responding employers stated that the rate of turnover for this occupation was 17.9%

### Union Collective Bargaining

None of the employers reported that their employees were unionized.

## Local Training Opportunities

- ♦ College of the Redwoods
- ♦ Local Area Adult Schools
- ♦ Humboldt State University

Please see Local Training Facilities Section for more information.

# Elementary School Teachers

OES Code: 313050

16 Employers Responding, 467 Jobs Represented

## Description of Occupation

Elementary School Teachers teach elementary (kindergarten through eighth grade) pupils in public or private schools basic academic, social, and other formative skills. Please do not include special education teachers who teach only handicapped pupils.

## Wages/Benefits

Non-Union Wages	Range		Median
New hires, no experience	10.79	18.63	15.21
New hires, experienced	10.79	18.66	16.99
3+yrs experience with firm	13.46	19.73	17.53

Union Wages	Range		Median
New hires, no experience	13.49	21.10	18.63
New hires, experienced	15.01	22.77	19.93
3+yrs experience with firm	16.81	25.77	20.48

**Hours** Many employers reported employment is full time averaging 32 to 37 hours per week; some employers reported part time employment averaging 25 hours per week. Some employers reported temp-on call employment averaging 11 hours per week.

## Benefits Offered

Benefits	Employer Pays All		Share of Cost		Employee Pays All	
	FT	PT	FT	PT	FT	PT
Medical	63%	25%	19%	50%		
Dental	69%	25%	6%	44%		
Vision	69%	25%	6%	44%		
Life	19%			6%		
Sick Leave	81%	75%				
Vacation	19%	6%				
Retirement	19%	13%	50%	50%		
Child Care						

## Supply and Demand

### Difficulty in Finding Applicants

**Experienced:** Employers report it is not difficult to find fully experienced and qualified applicants.

**Inexperienced:** Employers report it is not difficult to find inexperienced applicants who meet their requirements.

### Recruitment Methods

The most successful recruiting methods used by responding employers.

- ♦ Newspaper Ads 100%
- ♦ Other-Word of mouth, HCOE 38%
- ♦ Colleges/Universities 31%

## Size of Occupation

(Projection and Planning Information 1999-2006 as compiled by the Labor Market Information Division/EDD)

- ♦ **Occupational Size** Very Large, 960-960 employees
- ♦ **Gender** Male 20%, Female 80%

# Elementary School Teachers

## Employer Requirements

### Minimum Level of Education Required by Responding Employers

- ♦ Bachelor Degree 69%
- ♦ Graduate Study 31%

### Work Experience and Training

	Yes	No	Preferred
<b>Work Experience Required</b>	6%	50%	44%
<b>Prior Training Required</b>	56%	44%	0%

**Experience:** Firms requiring experience prefer 14 months experience in this occupation.

**Training:** Firms requiring training stated that 23 months training is needed.

\* Most employers require a teaching credential.

### Required or Preferred Skills

Speaking skills  
 Reading comprehension  
 Good listener  
 Writing skills  
 Social perceptiveness  
 Monitoring skills  
 Critical Thinking skills  
 Time Management skills  
 Ability to use word processing software  
 Ability to use spreadsheet software

## Where the Jobs Are

Public and Private Elementary Schools

## Projections

### Employer Projections

Many employers expected employment levels to decline over the next 24 months with many expecting levels to remain stable.

### Projected Job Openings

Openings from Growth	0
Openings from Separations	150
Projected Openings	150

### Occupational Forecast 1999-2006

(Projection and Planning Information as compiled by the Labor Market Information Division/EDD)

**Projected Job Growth** Remain Stable

## Other Information

### Promotional Opportunities

Most employers provide promotional opportunities such as Administration, Vice Principal, Principal.

### Turnover

Responding employers stated that the rate of turnover for this occupation was 4.3%

### Union Collective Bargaining

Most employers reported that their employees were unionized.

## Local Training Opportunities

- ♦ College of the Redwoods
- ♦ Local Area Adult Schools
- ♦ Humboldt State University

Please see Local Training Facilities Section for more information.

# Forest and Conservation Workers

OES Code: 790020

3 Employers Responding, 112 Jobs Represented

## Description of Occupation

Forest and Conservation Workers develop, maintain, and protect forest, forested areas, and woodlands through such activities as raising and transporting tree seedlings; combating insects, pests, and diseases harmful to trees; and controlling erosion and trees; and controlling erosion and leaching of forest soil. Include such occupations as Forester Aides, Seedling Pullers, and Tree Planters.

## Wages/Benefits

Wages	Range	Median
New hires, no experience	7.00 10.00	8.50
New hires, experienced	11.00 13.00	12.00
3+yrs experience with firm	14.00 15.00	14.50

Union Wages	Range	Median
New hires, no experience	0.00 0.00	0.00
New hires, experienced	10.31 10.31	10.31
3+yrs experience with firm	11.99 11.99	11.99

**Hours** Many employers reported employment is full time averaging 40 hours per week; some employers reported seasonal employment averaging 40 hours per week; few employers reported employment is temp-on call averaging 40 hours per week.

## Benefits Offered

Benefits	Employer Pays All		Share of Cost		Employee Pays All	
	FT	PT	FT	PT	FT	PT
Medical			67%			
Dental	33%		33%			
Vision	33%		33%			
Life			67%			
Sick Leave	67%		33%			
Vacation	67%		33%			
Retirement	33%		67%			
Child Care	33%					

## Supply and Demand

### Difficulty in Finding Applicants

**Experienced:** Employers report it is not difficult to find fully experienced and qualified applicants.

**Inexperienced:** Employers report it is very difficult to find inexperienced applicants who meet their requirements.

### Recruitment Methods

The most successful recruiting methods used by responding employers.

- ♦ Internet 67%
- ♦ Colleges/Universities 67%
- ♦ Walk-In Applicants 33%

## Size of Occupation

(Projection and Planning Information 1999-2006 as compiled by the Labor Market Information Division/EDD)

- ♦ **Occupational Size** Large, 220-230 employees
- ♦ **Gender** Male 81%, Female 19%

# Forest and Conservation Workers

## Employer Requirements

### Minimum Level of Education Required by Responding Employers

- ♦ High School or Equivalent 100%

### Work Experience and Training

	Yes	No	Preferred
<b>Work Experience Required</b>	33%	0%	67%
<b>Prior Training Required</b>	33%	67%	0%

**Experience:** Firms requiring experience prefer 13 months experience in this occupation.

**Training:** Firms requiring training stated 24 months training are needed.

### Required or Preferred Skills

Record keeping skills  
Ability to use hand tools  
Ability to write effectively  
Ability to perform strenuous, physically demanding work  
Basic math skills  
Ability to read and follow instructions  
Oral communication skills  
Ability to use spreadsheet software  
Ability to use word processing software  
Ability to use database software  
Geographic Information Systems

## Where the Jobs Are

Sawmills and Planing Mills  
Federal Government  
State Government, Except Hospital and Education

## Projections

### Employer Projections

All employers expected employment levels to remain stable over the next 24 months.

### Projected Job Openings

Openings from Growth	10
Openings from Separations	40
Projected Openings	50

### Occupational Forecast 1999-2006

(Projection and Planning Information as compiled by the Labor Market Information Division/EDD)

**Projected Job Growth** Slower than average

## Other Information

### Promotional Opportunities

All employers provide promotional opportunities such as Level III, Level IV, and Pro. Forester.

### Turnover

Responding employers stated that the rate of turnover for this occupation was 7.6%

### Union Collective Bargaining

Some employers reported that their employees were unionized.

## Local Training Opportunities

- ♦ College of the Redwoods
- ♦ Humboldt State University

Please see Local Training Facilities Section for more information.

# General Office Clerks

OES Code: 553470

17 Employers Responding, 66 Jobs Represented

## Description of Occupation

General Office Clerks perform a wide variety of tasks. Clerical duties may be assigned in accordance with the office procedures of individual establishments and may include a combination of bookkeeping, typing, stenography, office machine operation, and filing. Does not include workers whose duties are narrowly defined.

## Wages/Benefits

Wages	Range		Median
New hires, no experience	6.75	8.00	8.00
New hires, experienced	6.75	10.00	8.00
3+yrs experience with firm	7.00	12.00	10.00

**Hours** Many employers reported employment is full time averaging 38 hours per week; some employers reported part time employment averaging 22 hours per week; some employers reported temp/on call employment averaging 35 hours per week; Few employers reported seasonal employment averaging 44 hours per week.

## Benefits Offered

Benefits	Employer Pays All		Share of Cost		Employee Pays All	
	FT	PT	FT	PT	FT	PT
Medical	41%	18%	18%			
Dental	41%	18%	12%			
Vision	24%	6%	12%	6%		
Life	35%	18%	6%			
Sick Leave	53%	12%				
Vacation	59%	29%				
Retirement	29%	12%	24%	18%		
Child Care	6%		6%			

\*Few provide long term disability insurance.

## Supply and Demand

### Difficulty in Finding Applicants

**Experienced:** Employers report it is moderately difficult to find fully experienced and qualified applicants.

**Inexperienced:** Employers report it is moderately difficult to find inexperienced applicants who meet their requirements.

### Recruitment Methods

The most successful recruiting methods used by responding employers.

- ◆ Newspaper Ads 88%
- ◆ Walk-In 59%
- ◆ Word of Mouth 47%

## Size of Occupation

(Projection and Planning Information 1999-2006 as compiled by the Labor Market Information Division/EDD)

- ◆ **Occupational Size** Very Large, 1210-1320 employees
- ◆ **Gender** Male 12%, Female 88%



# General Office Clerks

## Employer Requirements

### Minimum Level of Education Required by Responding Employers

- ♦ Less Than High School 6%
- ♦ High School or Equivalent 88%
- ♦ Associate Degree 6%

### Work Experience and Training

	Yes	No	Preferred
<b>Work Experience Required</b>	35%	35%	29%
<b>Prior Training Required</b>	12%	82%	6%

**Experience:** Firms requiring experience prefer 14 months experience in this occupation.

**Training:** Firms requiring training stated 8 months training is needed.

### Required or Preferred Skills

Reading comprehension  
Writing skills  
Speaking skills  
Active listener  
Mathematics skills  
Ability to use word processing software  
Ability to use spreadsheet software  
Ability to use database software  
Ability to use desktop publishing software

## Where the Jobs Are

State and Local Governments  
Commercial Banks  
Retail Stores  
Offices and Clinics of Medical Doctors & Dentists  
Colleges and Universities  
New and Used Car Dealers  
Insurance Agents, Brokers and Lessor  
Real Estate Operators and Lessor

## Projections

### Employer Projections

Most employers expected employment levels to remain stable over the next 24 months; a few expected employment growth and one employer expected a decline.

### Projected Job Openings

Openings from Growth	110
Openings from Separations	250
Projected Openings	360

### Occupational Forecast 1999-2006

(Projection and Planning Information as compiled by the Labor Market Information Division/EDD)

**Projected Job Growth** Faster than average

## Other Information

### Promotional Opportunities

Most employers provide promotional opportunities such as Point of Sale Merchandiser, Billing, Accounts Payable and Administrative Positions.

### Turnover

Responding employers stated that the rate of turnover for this occupation was 9.7%

### Union Collective Bargaining

None of the employers reported that their employees were unionized.

## Local Training Opportunities

- ♦ College of the Redwoods
- ♦ Local Area Adult Schools
- ♦ Humboldt Regional Occupational Program (HROP)

Please see Local Training Facilities Section for more information.

# Laborers, Landscaping & Groundskeeping

OES Code: 790410

15 Employers Responding, 51 Jobs Represented

## Description of Occupation

Landscaping and Groundskeeping Laborers landscape and/or maintain grounds of property using hand or power tools or equipment. May work in nursery facility or at customer location. Workers typically perform a variety of tasks, which may include any combination of the following: sod laying, mowing, trimming, planting, watering, fertilizing, digging, raking, and sprinkler installation. Workers may help brick and stone masons.

## Wages/Benefits

Non-Union Wages	Range		Median
New hires, no experience	6.75	10.61	7.75
New hires, experienced	6.75	10.61	9.04
3+yrs experience with firm	7.00	17.00	12.00

Union Wages	Range		Median
New hires, no experience	6.75	12.49	9.62
New hires, experienced	6.75	13.35	11.28
3+yrs experience with firm	7.72	15.52	12.45

**Hours** Most employers reported employment is full time averaging 40 hours per week; few employers reported part time employment averaging 26-36 hours per week.

## Benefits Offered

Benefits	Employer Pays All		Share of Cost		Employee Pays All	
	FT	PT	FT	PT	FT	PT
Medical	40%		40%	13%		7%
Dental	47%		27%	7%		7%
Vision	47%			7%		7%
Life	20%		7%	7%		
Sick Leave	60%	13%				
Vacation	60%	13%	33%			
Retirement	13%	7%		7%	7%	
Child Care						

\* Few offer Deferred Compensation.

## Supply and Demand

### Difficulty in Finding Applicants

**Experienced:** Employers report it is moderately difficult to find fully experienced and qualified applicants.

**Inexperienced:** Employers report it is very difficult to find inexperienced applicants who meet their requirements.

### Recruitment Methods

The most successful recruiting methods used by responding employers.

- ◆ Newspaper Ads 80%
- ◆ Walk-In 47%
- ◆ Other-Word of Mouth 47%

## Size of Occupation

(Projection and Planning Information 1999-2006 as compiled by the Labor Market Information Division/EDD)

- ◆ **Occupational Size** Very Large, 520-550 employees
- ◆ **Gender** Male 92%, Female 8%

# ***Laborers, Landscaping & Groundskeeping***

## **Employer Requirements**

### **Minimum Level of Education Required by Responding Employers**

- ♦ Less Than High School 47%
- ♦ High School or Equivalent 53%

### **Work Experience and Training**

	Yes	No	Preferred
<b>Work Experience Required</b>	53%	20%	27%
<b>Prior Training Required</b>	13%	87%	0%

**Experience:** Firms requiring experience prefer 13 months experience in this occupation.

**Training:** Firms requiring training stated 6 months training is needed.

### **Required or Preferred Skills**

Knowledge of equipment  
Physical ability  
Ability to use word processing software  
Ability to use spread sheet software

## **Where the Jobs Are**

Landscape and Horticultural Services  
Retail Nurseries and Garden Stores  
Camps and Recreational Vehicle Park  
Misc. Amusement and Recreational Services  
Elementary and Secondary Schools  
Civic and Social Associations

## **Projections**

### **Employer Projections**

Almost all employers expected employment levels to remain stable over the next 24 months with a few expecting levels to decline or grow.

### **Projected Job Openings**

Openings from Growth	30
Openings from Separations	110
Projected Openings	140

### **Occupational Forecast 1999-2006**

(Projection and Planning Information as compiled by the Labor Market Information Division/EDD)

**Projected Job Growth** Slower than average

## **Other Information**

### **Promotional Opportunities**

Some employers provide promotional opportunities such as Estimator, Foreman, Management, Director and Sr. Park Caretaker.

### **Turnover**

Responding employers stated that the rate of turnover for this occupation was 33.3%

### **Union Collective Bargaining**

Many employers reported that their employees were unionized.

## **Local Training Opportunities**

- ♦ College of the Redwoods
- ♦ Humboldt State University

Please see Local Training Facilities Section for more information.

# Loan Officers and Counselors

OES Code: 211080

15 Employers Responding, 49 Jobs Represented

## Description of Occupation

Loan Officers and Counselors evaluate, authorize, or recommend approval of commercial or real estate loans and credit loans or advise borrowers on financial status and methods of payments. Include such occupations as Mortgage Loan Officers or Agents, Collection Analysts, and Loan Servicing Officers.

## Wages/Benefits

Wages	Range	Median
New hires, no experience	8.05 28.12	11.99
New hires, experienced	9.78 31.96	16.00
3+yrs experience with firm	11.51 34.37	19.18

**Hours** Almost all employers reported employment is full time averaging 41 hours per week; few employers reported part time employment averaging 15 hours per week.

## Benefits Offered

Benefits	Employer Pays All		Share of Cost		Employee Pays All	
	FT	PT	FT	PT	FT	PT
Medical	40%		47%			7%
Dental	40%		33%		7%	7%
Vision	27%		40%		7%	7%
Life	40%		27%		7%	7%
Sick Leave	67%		13%		7%	
Vacation	67%		13%		7%	
Retirement	47%		47%			
Child Care			7%		7%	

\*Few employers offer other benefits such as Flex Spending and Disability Insurance.

## Supply and Demand

### Difficulty In Finding Applicants

**Experienced:** Employers report it is moderately difficult to find fully experienced and qualified applicants.

**Inexperienced:** Employers report it is moderately difficult to find inexperienced applicants who meet their requirements.

### Recruitment Methods

The most successful recruiting methods used by responding employers.

- ◆ Newspaper Ads 80%
- ◆ In-House Promotion /Transfer 60%
- ◆ Employee Referral 60%

## Size of Occupation

(Projection and Planning Information 1999-2006 as compiled by the Labor Market Information Division/EDD)

- ◆ **Occupational Size** Small, 60-70 employees
- ◆ **Gender** Male 31%, Female 69%

# *Loan Officers and Counselors*

## **Employer Requirements**

### **Minimum Level of Education Required by Responding Employers**

- ♦ High School or Equivalent 60%
- ♦ Associate Degree 13%
- ♦ Bachelor Degree 27%

### **Work Experience and Training**

	Yes	No	Preferred
<b>Work Experience Required</b>	60%	27%	13%
<b>Prior Training Required</b>	13%	80%	7%

**Experience:** Firms requiring experience prefer 27 months experience in this occupation.

**Training:** Firms requiring training stated that 16 months of training are needed.

### **Required or Preferred Skills**

Mathematic skills  
Good judgment and decision making  
Speaking skills  
Listening skills  
Reading comprehension  
Critical thinking skills  
Ability to use word processing software  
Ability to use spreadsheet software  
Ability to use database software  
Ability to use desktop publishing software

## **Where the Jobs Are**

Commercial Banks  
Credit Unions  
Personal Credit Institutions

## **Projections**

### **Employer Projections**

Most employers expected employment levels to grow over the next 24 months with some expecting levels to remain stable.

### **Projected Job Openings**

Openings from Growth 10  
Openings from Separations 10  
Projected Openings 20

### **Occupational Forecast 1999-2006**

(Projection and Planning Information as compiled by Labor Market Information Division/EDD)

**Projected Job Growth** Much faster than average

## **Other Information**

### **Promotional Opportunities**

Most employers provide promotional opportunities such as Managerial positions.

### **Turnover**

Responding employers stated that the rate of turnover for this occupation was 8.7%

### **Union Collective Bargaining**

None of the employers reported that their employees were unionized.

## **Local Training Opportunities**

- ♦ College of the Redwoods
- ♦ Local Area Adult Schools
- ♦ HROP
- ♦ Humboldt State University

Please see Local Training Facilities Section for more information.

# Machinists

OES Code: 891080

5 Employers Responding, 13 Jobs Represented

## Description of Occupation

Machinists set up and operate machine tools and fit and assemble parts to make or repair metal parts, mechanisms, tools or machines by applying their knowledge of mechanics, shop mathematics, metal properties, and layout machining procedures. They study specifications, such as blueprints, sketches, or descriptions of parts to be replaced, and they plan sequences of operations.

## Wages/Benefits

Wages	Range	Median
New hires, no experience	7.00 17.05	12.00
New hires, experienced	10.00 21.31	15.00
3+yrs experience with firm	12.00 23.44	17.75

**Hours** Most employers reported employment is full time averaging 41 hours per week; some employers reported part time employment averaging 20 hours per week.

## Benefits Offered

Benefits	Employer Pays All		Share of Cost		Employee Pays All	
	FT	PT	FT	PT	FT	PT
Medical	40%		40%			
Dental	20%		20%			
Vision	20%		40%			
Life	60%					
Sick Leave	20%					
Vacation	100%					
Retirement	40%		20%			
Child Care					20%	

\*Few offer Health Club Memberships.

## Supply and Demand

### Difficulty in Finding Applicants

**Experienced:** Employers report it is moderately difficult to find fully experienced and qualified applicants.

**Inexperienced:** Employers report it is very difficult to find inexperienced applicants who meet their requirements.

### Recruitment Methods

The most successful recruiting methods used by responding employers.

- ◆ Newspaper Ads 60%
- ◆ Walk-In 60%
- ◆ Word of Mouth 60%

## Size of Occupation

(Projection and Planning Information 1999-2006 as compiled by the Labor Market Information Division/EDD)

- ◆ **Occupational Size** Small, 70-70 employees
- ◆ **Gender** Male 92%, Female 8%

# *Machinists*

## Employer Requirements

### Minimum Level of Education Required by Responding Employers

- ♦ Less Than High School 20%
- ♦ High School or Equivalent 80%

### Work Experience and Training

	Yes	No	Preferred
Work Experience Required	60%	20%	20%
Prior Training Required	40%	40%	20%

**Experience:** Firms requiring experience prefer 30 months experience in this occupation.

**Training:** Firms requiring training stated that 15 months of training is needed.

### Required or Preferred Skills

Ability to monitor quality control  
Mathematics  
Critical thinking skills  
Ability to use hand tools  
Ability to write effectively  
Manual dexterity  
Ability to stand for 2 or more hours  
Ability to use word processing software  
Ability to use computer aided design software

## Where the Jobs Are

Sawmills and Planing Mills  
Industrial Machinery, Nec.  
Railroads  
Auto and Home Supply Stores  
Misc. Repair Shops

## Projections

### Employer Projections

All employers expected employment levels to remain stable over the next 24 months.

### Projected Job Openings

Openings from Growth	0
Openings from Separations	10
Projected Openings	10

### Occupational Forecast 1999-2006

(Projection and Planning Information as compiled by the Labor Market Information Division/EDD)

**Projected Job Growth** Remain Stable

## Other Information

### Promotional Opportunities

Many of the employers responding stated that they provide promotional opportunities.

### Turnover

Responding employers stated that the rate of turnover for this occupation was 7.7%

### Union Collective Bargaining

None of the employers reported that their employees were unionized.

## Local Training Opportunities

- ♦ College of the Redwoods

Please see Local Training Facilities Section for more information.

# Packing & Filling Machine Operators & Tenders

OES Code: 929740

13 Employers Responding, 91 Jobs Represented

## Description of Occupation

Packaging and Filling Machine Operators and Tenders operate or tend machines, such as filling machines, casing running machines, ham rolling machines, preservative filling machines, baling machines, wrapping machines, and stuffing machines, to prepare industrial or consumer products, such as gas cylinders, meat and other food products, tobacco, insulation, ammunition, stuffed toys and athletic equipment, and upholstered pads, as end products or for storage and shipment.

## Wages/Benefits

Wages	Range		Median
New hires, no experience	6.75	8.00	7.00
New hires, experienced	6.75	9.00	7.00
3+yrs experience with firm	7.00	13.00	9.00

**Hours** Most employers reported employment is full time averaging 39 hours per week; some employers reported part time employment averaging 21 hours per week; few employers reported temp/on call employment averaging 6 hours per week; few employers reported seasonal employment averaging 30 hours per week.

### Benefits Offered

Benefits	Employer Pays All		Share of Cost		Employee Pays All	
	FT	PT	FT	PT	FT	PT
Medical	31%		38%	8%		
Dental	15%		38%	8%		
Vision	8%		23%			
Life	8%		15%			
Sick Leave	23%	8%				
Vacation	69%	31%				
Retirement	15%					
Child Care						

## Supply and Demand

### Difficulty in Finding Applicants

**Experienced:** Employers report it is moderately difficult to find fully experienced and qualified applicants.

**Inexperienced:** Employers report it is moderately difficult to find inexperienced applicants who meet their requirements.

### Recruitment Methods

The most successful recruiting methods used by responding employers.

- ♦ Employee Referrals 62%
- ♦ Newspaper Ads 54%
- ♦ Word of Mouth 54%
- ♦ Walk-In 54%

## Size of Occupation

(Projection and Planning Information 1999-2006 as compiled by Labor Market Information Division/EDD)

- ♦ **Occupational Size** Medium 110 Employees
- ♦ **Gender** Male 84%, Female 16%



# Packing & Filling Machine Operators & Tenders

## Employer Requirements

### Minimum Level of Education Required by Responding Employers

- ♦ Less Than High School 69%
- ♦ High School or Equivalent 31%

### Work Experience and Training

	Yes	No	Preferred
<b>Work Experience Required</b>	15%	77%	8%
<b>Prior Training Required</b>	0%	100%	0%

**Experience:** Firms requiring experience prefer 4 months experience in this occupation.

**Training:** Firms requiring training stated 0 months training is needed.

### Required or Preferred Skills

Ability to stand continuously for 2 or more hours  
 Ability to lift 50 lbs. repeatedly  
 Ability to perform routine, repetitive work  
 Basic math skills  
 Ability to read and follow instructions  
 Ability to write legibly  
 Oral communication skills  
 Ability to use on-line shipping program

## Where the Jobs Are

Dairy Products  
 Misc. Food and Kindred Products  
 Paints and Allied Products  
 Groceries and Related Products  
 Miscellaneous Food Stores

## Projections

### Employer Projections

Many of the responding employers expected employment levels to grow over the next 24 months and many also stated that they expect employment levels to remain stable.

### Projected Job Openings

Openings from Growth	0
Openings from Separations	20
Total Job Openings	20

### **Occupational Forecast 1999-2006**

(Projection and Planning Information as compiled by the Labor Market Information Division/EDD)

**Projected Job Growth** Remain Stable

## Other Information

### Promotional Opportunities

Almost all employers provide promotional opportunities such as Management, Quality Control, Head Roaster, Foreman and Supervisor.

### Turnover

Responding employers stated that the rate of turnover for this occupation was 34.1%

### Union Collective Bargaining

A few employers stated that their employees were unionized.

## Local Training Opportunities

N/A

Please see the Local Training Facilities Section for more information.

# Pharmacy Technicians

OES Code: 325180

16 Employers Responding, 54 Jobs Represented

## Description of Occupation

Pharmacy Technicians fill orders for unit doses and prepackaged pharmaceuticals and perform other related duties under the supervision and direction of a pharmacy supervisor or staff pharmacist. Duties include keeping records of drugs delivered to the pharmacy, storing incoming merchandise in proper locations, and informing the supervisor of stock needs and shortages. They may clean equipment used in the performance of duties and assist in the care and maintenance of equipment and supplies.

## Wages/Benefits

Wages	Range	Median
New hires, no experience	7.50 13.50	11.00
New hires, experienced	8.00 14.25	12.00
3+yrs experience with firm	10.00 17.67	14.00

**Hours** Most employers reported employment is full time averaging 32 to 39 hours per week; some employers reported part time employment averaging 26 hours per week; few employers reported temp/on call employment averaging 8 hours per week.

## Benefits Offered

Benefits	Employer Pays All		Share of Cost		Employee Pays All	
	FT	PT	FT	PT	FT	PT
Medical	50%	13%	38%	19%		
Dental	38%		25%	6%		
Vision	19%		19%	6%		
Life	19%	6%	6%			
Sick Leave	63%	6%				
Vacation	88%	31%				
Retirement	31%	6%	31%	6%		
Child Care	6%	6%				

\*Few employers offer other benefits such as employee discounts and profit sharing.

## Supply and Demand

### Difficulty in Finding Applicants

**Experienced:** Employers report it is moderately difficult to find fully experienced and qualified applicants.

**Inexperienced:** Employers report it is very difficult to find inexperienced applicants who meet their requirements.

### Recruitment Methods

The most successful recruiting methods used by responding employers.

- ♦ Employee Referrals 94%
- ♦ Walk-In 56%
- ♦ In-House Promotions/Transfers 44%

## Size of Occupation

(Projection and Planning Information 1999-2006 as compiled by Labor Market Information Division/EDD)

- ♦ **Occupational Size** Small 50—60 Employees
- ♦ **Gender** Male 13%, Female 87%

# Pharmacy Technicians

## Employer Requirements

### Minimum Level of Education Required by Responding Employers

- ♦ Less Than High School 19%
- ♦ High School or Equivalent 81%

### Work Experience and Training

	Yes	No	Preferred
Work Experience Required	56%	13%	31%
Prior Training Required	44%	44%	13%

**Experience:** Firms requiring experience prefer 11 months experience in this occupation.

**Training:** Firms requiring training stated 14 months training is needed. Many employers require that their Pharmacy Technicians be registered.

### Required or Preferred Skills

Reading comprehension  
Mathematics skills  
Good listening skills  
Good science skills  
Good writing skills  
Ability to use word processing software  
Ability to use pharmacy software

## Where the Jobs Are

Drug Stores and Proprietary Stores

## Projections

### Employer Projections

Most employers expected employment levels to remain stable over the next 24 months with some expecting levels to grow.

### Projected Job Openings

Openings from Growth	10
Openings from Separations	10
Total Job Openings	20

### Occupational Forecast 1999-2006

(Projection and Planning Information as compiled by the Labor Market Information Division/EDD)

**Projected Job Growth** Much faster than average

## Other Information

### Promotional Opportunities

Many employers provide promotional opportunities such as Licensed Pharmacist, Store Manager.

### Union Collective Bargaining

A few employers reported that their employees were unionized.

### Turnover

Responding employers reported that the rate of turnover for this occupation was 15.9%

## Local Training Opportunities

- ♦ College of the Redwoods
- ♦ Local Area Adult Schools

Please see the Local Training Facilities Section for more information.

# Physical Therapy Assistants

OES Code: 660171

4 Employers Responding, 15 Jobs Represented

## Description of Occupation

Physical Therapy Assistants administer and assist with physical therapy treatments as planned and directed by a Physical Therapist. They administer treatments such as exercise, gait training, massage, whirlpool, and hot packs. They instruct, motivate, and assist patients with learning and improving functional activities. They may record patient treatments and maintain patient records.

## Wages/Benefits

Wages	Range		Median
New hires, no experience	6.75	6.75	6.75
New hires, experienced	8.00	18.00	15.50
3+yrs experience with firm	9.00	20.00	17.50

**Hours** Almost all employers reported employment is full time averaging 40 hours per week; few employers reported part time employment averaging 20 hours per week.

## Benefits Offered

Benefits	Employer Pays All		Share of Cost		Employee Pays All	
	FT	PT	FT	PT	FT	PT
Medical	50%		25%			
Dental	50%		25%			
Vision			25%			
Life	50%					
Sick Leave	25%					
Vacation	50%	25%				
Retirement	50%					
Child Care						

## Supply and Demand

### Difficulty in Finding Applicants

**Experienced:** Employers report it is very difficult to find fully experienced and qualified applicants.

**Inexperienced:** Employers report it is very difficult to find inexperienced applicants who meet their requirements.

### Recruitment Methods

The most successful recruiting methods used by responding employers.

- ♦ Newspaper Ads 50%
- ♦ Trade Journals 50%
- ♦ Employee Referrals 75%

## Size of Occupation

(Projection and Planning Information 1999-2006 as compiled by the Labor Market Information Division/EDD)

- ♦ **Occupational Size** Small 50—60 Employees
- ♦ **Gender** Male 33%, Female 67%

# Physical Therapy Assistants

## Employer Requirements

### Minimum Level of Education Required by Responding Employers

- ♦ High School or Equivalent 50%
- ♦ Associate Degree 25%

### Work Experience and Training

	Yes	No	Preferred
<b>Work Experience Required</b>	75%	0%	25%
<b>Prior Training Required</b>	50%	50%	0%

**Experience:** Firms requiring experience prefer 14 months experience in this occupation.

**Training:** Firms requiring training stated 24 months training is needed. Many employers require a license as a Physical Therapy Assistant.

### Required or Preferred Skills

Ability to speak effectively  
Reading comprehension  
Active listening skills  
Service oriented

## Where the Jobs Are

Offices of Physical Therapists

## Projections

### Employer Projections

Most employers expected employment levels to remain stable over the next 24 months; one employer expected growth.

### Projected Job Openings

Openings from Growth	10
Openings from Separations	10
Total Job Openings	20

### Occupational Forecast 1999-2006

(Projection and Planning Information as compiled by the Labor Market Information Division/EDD)

**Projected Job Growth** Much faster than average

## Other Information

### Promotional Opportunities

Most employers stated they do not provide promotional opportunities.

### Turnover

Responding employers reported that the rate of turnover for this occupation was 0%.

### Union Collective Bargaining

None of the responding employers stated that their employees were unionized.

## Local Training Opportunities

- ♦ College of the Redwoods
- ♦ Local Area Adult Schools
- ♦ Humboldt State University

Please see the Local Training Facilities Section for more information.

# Physicians' Assistants

OES Code: 325110

11 Employers Responding, 30 Jobs Represented

## Description of Occupation

Physicians' Assistants provide patient services under the direct supervision and responsibility of a doctor of medicine or osteopathy. They elicit detailed patient histories and do complete physical examinations, reach tentative diagnosis and order appropriate laboratory tests. This occupation requires certification by the National Commission on Certification of Physicians' Assistants and the California State Board of Medical Quality Assurance. Does not include Nurses, or Ambulance Attendants whose training is limited to the application of first aid.

## Wages/Benefits

Wages	Range	Median
New hires, no experience	10.00 28.00	21.67
New hires, experienced	21.04 30.68	25.00
3+yrs experience with firm	25.57 40.00	31.16

\*Few employers provide bonuses.

**Hours** Most employers reported employment is full time averaging 40 hours per week; some employers reported part time employment averaging 23 hours per week; few employers reported temp/on call employment averaging 28 hours per week.

## Benefits Offered

Benefits	Employer Pays All		Share of Cost		Employee Pays All	
	FT	PT	FT	PT	FT	PT
Medical	18%	18%	55%			
Dental	9%	9%			9%	
Vision					9%	
Life	36%	18%			9%	
Sick Leave	55%	18%				
Vacation	64%	18%				
Retirement	45%	18%				
Child Care	9%					

## Supply and Demand

### Difficulty in Finding Applicants

**Experienced:** Employers report it is very difficult to find fully experienced and qualified applicants.

**Inexperienced:** Employers report it is moderately difficult to find inexperienced applicants who meet their requirements.

### Recruitment Methods

The most successful recruiting methods used by responding employers.

- ◆ Employee Referrals 64%
- ◆ Internet 27%
- ◆ Trade Journals 27%

## Size of Occupation

(Projection and Planning Information 1999-2006 as compiled by the Labor Market Information Division/EDD)

- ◆ **Occupational Size** Medium 80—90 Employees
- ◆ **Gender** Male 40%, Female 60%

# Physicians' Assistants

## Employer Requirements

### Minimum Level of Education Required by Responding Employers

- ♦ High School or Equivalent 10%
- ♦ Associate Degree 10%
- ♦ Bachelor Degree 80%

### Work Experience and Training

	Yes	No	Preferred
<b>Work Experience Required</b>	36%	18%	45%
<b>Prior Training Required</b>	73%	27%	0%

**Experience:** Firms requiring experience prefer 19 months experience in this occupation.

**Training:** Firms requiring training stated 14 months training are needed.

### Required or Preferred Skills

Active listening skills  
 Reading comprehension  
 Ability to speak effectively  
 Ability to stand continuously for 2 or more hours  
 Ability to relate to patients  
 Ability to work under pressure  
 Basic math skills  
 Ability to read and follow instructions  
 Oral communication skills  
 Ability to use spreadsheet software  
 Ability to use word processing software  
 Ability to use database software

## Where the Jobs Are

Offices and Clinics of Medical Doctors

## Projections

### Employer Projections

Most employers expect employment levels to remain stable over the next 24 months; some employers expect growth.

### Projected Job Openings

Openings from Growth	10
Openings from Separations	10
Total Job Openings	20

### Occupational Forecast 1999-2006

(Projection and Planning Information as compiled by the Labor Market Information Division/EDD)

**Projected Job Growth** Much faster than average

## Other Information

### Promotional Opportunities

All employers stated they do not provide promotional opportunities.

### Turnover

Responding employers reported that the rate of turnover in this occupation is 13.3%.

### Union Collective Bargaining

None of the responding employers stated that their employees were unionized.

## Local Training Opportunities

- ♦ College of the Redwoods
- ♦ Local Area Adult Schools
- ♦ Humboldt State University

Please see the Local Training Facilities Section for more information.

# Property & Real Estate Managers & Admin.

OES Code: 150110

15 Employers Responding, 56 Jobs Represented

## Description of Occupation

Property and Real Estate Managers and Administrators plan, organize, direct, control, or coordinate real estate property management, purchase, sales and leasing activities. Their work involves management of buildings or properties, management of real estate buying and selling activities for clients or employers, and management of rented or leased housing units, buildings, or land (including rights-of-way). Does not include workers whose duties are not primarily managerial or who are engaged primarily in direct buying or selling of real estate.

## Wages/Benefits

Wages	Range	Median
New hires, no experience	9.00 10.65	10.00
New hires, experienced	7.00 23.01	12.00
3+yrs experience with firm	9.00 29.92	15.00

\* Few employers offer Bonuses or Commission.

**Hours** Most employers reported employment is full time averaging 40 hours per week; Some employers reported part time employment averaging 16 hours per week.

## Benefits Offered

Benefits	Employer Pays All		Share of Cost		Employee Pays All	
	FT	PT	FT	PT	FT	PT
Medical	13%		27%	7%		
Dental	7%		13%	7%		
Vision			13%	7%		
Life	20%		13%	7%		
Sick Leave	60%	7%				
Vacation	60%	7%				
Retirement	27%		7%			
Child Care						

## Supply and Demand

### Difficulty in Finding Applicants

**Experienced:** Employers report it is moderately difficult to find fully experienced and qualified applicants.

**Inexperienced:** Employers report it is moderately difficult to find inexperienced applicants who meet their requirements.

### Recruitment Methods

The most successful recruiting methods used by responding employers.

- ♦ Employee Referrals 60%
- ♦ Word of Mouth 53%
- ♦ Newspaper Ads 40%

## Size of Occupation

(Projection and Planning Information 1999-2006 as compiled by the Labor Market Information Division/EDD)

- ♦ **Occupational Size** Small 40—50 employees
- ♦ **Gender** Male 43%, Female 57%



# ***Property & Real Estate Managers & Admin.***

## **Employer Requirements**

### **Minimum Level of Education Required by Responding Employers**

- ♦ High School or Equivalent 67%
- ♦ Associate Degree 27%
- ♦ Bachelor Degree 7%

### **Work Experience and Training**

	Yes	No	Preferred
<b>Work Experience Required</b>	60%	40%	0%
<b>Prior Training Required</b>	27%	73%	0%

**Experience:** Firms requiring experience prefer 23 months experience in this occupation.

**Training:** Firms requiring training stated 8 months training is needed.

### **Required or Preferred Skills**

Ability to speak effectively  
Ability to write effectively  
Active Listening skills  
Good Judgment and decision making skills  
Reading comprehension skills  
Coordinating skills  
Mathematics  
Ability to use spreadsheet software  
Ability to use word processing software  
Ability to use database software  
Ability to use desktop publishing software  
Telephone answering skills

## **Where the Jobs Are**

Real Estate Operators and Lessor  
Real Estate Agents and Managers

## **Projections**

### **Employer Projections**

Almost all employers expected employment levels to grow over the next 24 months with some expecting levels to remain stable.

### **Projected Job Openings**

Opening from Growth	10
Openings from Separations	0
Total Job Openings	10

### **Occupational Forecast 1999-2006**

(Projection and Planning Information as compiled by the Labor Market Information Division/EDD)

**Projected Job Growth** Much faster than average

## **Other Information**

### **Promotional Opportunities**

Some employers provide promotional opportunities such as Senior Property Manager, Realtor, Regional Leader and Corporate Officer.

### **Turnover**

Responding employers reported that the rate of turnover in this occupation is 6.1%.

### **Union Collective Bargaining**

None of the responding employers reported that their employees were unionized.

## **Local Training Opportunities**

- ♦ Century 21 of the West Inc.
- ♦ College of the Redwoods

Please see the Local Training Facilities Section for more information.

# Residential Counselors

OES Code: 273070

10 Employers Responding, 138 Jobs Represented

## Description of Occupation

Residential Counselors coordinate activities for residents of care and treatment institutions, boarding schools, college fraternities or sororities, children homes, or similar establishments. Their work includes developing or assisting in the development of program plans for individuals, maintaining household records, and assigning rooms. They counsel residents in identifying and resolving social or other problems. They order supplies and determine need for maintenance, repairs, and furnishings.

## Wages/Benefits

Non Union Wages	Range		Median
New hires, no experience	6.75	9.00	7.00
New hires, experienced	6.85	10.50	7.88
3+yrs experience with firm	7.00	19.18	9.50

Union Wages	Range		Median
New hires, no experience	10.20	10.20	10.20
New hires, experienced	11.25	17.52	14.39
3+yrs experience with firm	13.02	19.50	16.26

**Hours** Many employers reported employment is full time averaging 39 hours per week; some employers reported part time employment averaging 23 hours per week; few employers reported temp/on call employment averaging 26 hours per week.

## Benefits Offered

Benefits	Employer Pays All		Share of Cost		Employee Pays All	
	FT	PT	FT	PT	FT	PT
Medical	40%		30%	20%		
Dental	40%		20%	20%		
Vision	20%		10%	20%		
Life	20%		20%	10%		
Sick Leave	60%	10%	10%	20%		
Vacation	50%	20%	10%	10%		
Retirement	10%	10%	20%	10%		
Child Care						

## Supply and Demand

### Difficulty in Finding Applicants

**Experienced:** Employers report it is moderately difficult to find fully experienced and qualified applicants.

**Inexperienced:** Employers report it is moderately difficult to find inexperienced applicants who meet their requirements.

### Recruitment Methods

The most successful recruiting methods used by responding employers.

- ◆ Colleges/Universities 60%
- ◆ Newspaper Ads 60%
- ◆ In House Promotion /Transfer 30%

## Size of Occupation

(Projection and Planning Information 1999-2006 as compiled by the Labor Market Information Division/EDD)

- ◆ **Occupational Size** Large 190—210 Employees
- ◆ **Gender** Male 32%, Female 68%

# *Residential Counselors*

## **Employer Requirements**

### **Minimum Level of Education Required by Responding Employers**

- ♦ High School or Equivalent 70%
- ♦ Associate Degree 20%
- ♦ Bachelor Degree 10%

### **Work Experience and Training**

	Yes	No	Preferred
<b>Work Experience Required</b>	40%	30%	30%
<b>Prior Training Required</b>	40%	60%	0%

**Experience:** Firms requiring experience prefer 9 months experience in this occupation.

**Training:** Firms requiring training stated 14 months training are needed.

### **Required or Preferred Skills**

Active listening skills  
Critical thinking skills  
Good speaking skills  
Good judgment and decision making  
Reading comprehension  
Time management skills  
Complex problem solving skills  
Ability to write effectively  
Ability to use spreadsheet software  
Ability to use word processing software  
Ability to use database software

## **Where the Jobs Are**

Elementary and Secondary Schools  
Colleges and Universities  
Residential Care

## **Projections**

### **Employer Projections**

Most employers expected employment levels to grow over the next 24 months with many expecting levels to remain stable and few expecting levels to decline.

### **Projected Job Openings**

Openings from Growth	20
Openings from Separations	30
Total Openings	50

### **Occupational Forecast 1999-2006**

(Projection and Planning Information as compiled by the Labor Market Information Division/EDD)

**Projected Job Growth** Much Faster Than Average

## **Other Information**

### **Promotional Opportunities**

Most employers provide promotional opportunities such as Director, Lead Program Counselor, Manager, Program Director.

### **Turnover**

Responding employers reported that the rate of turnover in this occupation was 30.1%.

### **Union Collective Bargaining**

Some employers reported that their employees were unionized.

## **Local Training Opportunities**

- ♦ College of the Redwoods
- ♦ Humboldt State University
- ♦ Local Area Adult Schools

Please see the Local Training Facilities Section for more information.

# *Sales Representatives*

## *Except Scientific & Related Products*

OES Code: 490080

12 Employers Responding, 75 Jobs Represented

### Description of Occupation

Sales Representatives, (except Scientific and Related Products and Services) sell goods and services for wholesalers or manufacturers to businesses or groups of individuals. This work requires a substantial knowledge of the items sold. Sales representatives solicit orders from established clients or secure new customers.

### Wages/Benefits

Wages	Range		Median
New hires, no experience	7.00	13.81	7.00
New hires, experienced	7.00	23.97	12.24
3+yrs experience with firm	8.50	26.37	14.19

\*Many employers offer bonuses or commissions.

**Hours** Almost all employers reported employment is full time averaging 41 hours per week; few employers reported part time employment averaging 30 hours per week.

### Benefits Offered

Benefits	Employer Pays All		Share of Cost		Employee Pays All	
	FT	PT	FT	PT	FT	PT
Medical	42%		58%			
Dental	25%		33%		8%	
Vision	8%		17%		8%	
Life	25%		8%			
Sick Leave	33%					
Vacation	92%		8%			
Retirement	33%		8%			
Child Care						

### Supply and Demand

#### Difficulty in Finding Applicants

**Experienced:** Employers report it is very difficult to find fully experienced and qualified applicants.

**Inexperienced:** Employers report it is not difficult to find inexperienced applicants who meet their requirements.

#### Recruitment Methods

The most successful recruiting methods used by responding employers.

- ♦ Newspaper Ads 83%
- ♦ Employee Referrals 50%
- ♦ Walk-in Applicants 33%

### Size of Occupation

(Projection and Planning Information 1999-2006 as compiled by the Labor Market Information Division/EDD)

**Occupational Size** Very Large 360 –370 Employees

- ♦ **Gender** Male 71%, Female 29%

# ***Sales Representatives Except Scientific & Related Products***

## **Employer Requirements**

### **Minimum Level of Education Required by Responding Employers**

- ♦ Less Than High School 8%
- ♦ High School or Equivalent 75%
- ♦ Associate Degree 8%
- ♦ Bachelor Degree 8%

### **Work Experience and Training**

	Yes	No	Preferred
<b>Work Experience Required</b>	58%	42%	0%
<b>Prior Training Required</b>	0%	92%	8%

**Experience:** Firms requiring experience prefer 19 months experience in this occupation.

**Training:** Firms requiring training stated 24 months training are needed.

### **Required or Preferred Skills**

Business math skills  
 Report writing skills  
 Record keeping skills  
 Verbal presentation skills  
 Customer service skills  
 Ability to read and follow instructions  
 Willingness to travel  
 Ability to use spreadsheet software  
 Ability to use word processing software  
 Ability to use database software  
 Ability to use desktop publishing software

## **Where the Jobs Are**

Sawmills and Planing Mills  
 Millwork, Plywood & Structural Memb  
 Paints and Allied Products  
 Electric Lighting and Wiring Equipment

## **Where the Jobs Are— Continued**

Motor Vehicles, Parts and Supplies  
 Lumber and Construction Materials  
 Machinery, Equipment, and Supplies  
 Groceries and related Products  
 Beer, Wine, and Distilled Beverages

## **Projections**

### **Employer Projections**

Most employers expected employment levels to remain stable over the next 24 months with some expecting levels to grow.

### **Projected Job Openings**

Openings from Growth	10
Openings from Separations	60
Total Job Openings	70

### **Occupational Forecast 1999-2006**

(Projection and Planning Information as compiled by the Labor Market Information Division/EDD)

**Projected Job Growth** Slower than average

## **Other Information**

### **Promotional Opportunities**

Most employers provide promotional opportunities such as Management or Supervisory positions.

## **Local Training Opportunities**

- ♦ College of the Redwoods
- ♦ HROP
- ♦ Humboldt State University
- ♦ Local Area Adult Schools

Please see the Local Training Facilities Section for more information.

# *Secretaries*

## *Except Legal & Medical*

OES Code: 551080

15 Employers Responding, 72 Jobs Represented

### Description of Occupation

Secretaries (except Legal and Medical) relieve officials of clerical work and minor administrative and business detail by scheduling appointments, giving information to callers, taking dictation, composing and typing routine correspondence, reading and routing incoming mail, and filing correspondence and other records. They may perform various other assigned clerical duties. Does not include Medical and Legal Secretaries.

### Wages/Benefits

Non-Union Wages	Range		Median
New hires, no experience	6.75	11.29	8.08
New hires, experienced	6.75	12.00	10.00
3+yrs experience with firm	7.51	14.00	12.00

Union Wages	Range		Median
New hires, no experience	0.00	0.00	0.00
New hires, experienced	8.60	16.20	12.53
3+yrs experience with firm	10.11	18.00	13.16

\*Only experienced hires represented.

**Hours** Almost all employers reported employment is full time averaging 40 hours per week; few employers reported part time employment averaging 19 hours per week; few employers reported temp/on call employment averaging 4 hours per week

### Benefits Offered

Benefits	Employer Pays All		Share of Cost		Employee Pays All	
	FT	PT	FT	PT	FT	PT
Medical	40%		33%	7%		
Dental	60%		7%	7%		
Vision	47%			7%		
Life	27%					
Sick Leave	80%	20%				
Vacation	73%	13%				
Retirement	20%	7%	33%		7%	
Child Care						

### Supply and Demand

#### Difficulty in Finding Applicants

**Experienced:** Employers report it is moderately difficult to find fully experienced and qualified applicants.

**Inexperienced:** Employers report it is moderately difficult to find inexperienced applicants who meet their requirements.

#### Recruitment Methods

The most successful recruiting methods used by responding employers.

- ◆ Newspaper Ads 80%
- ◆ In House Promotion /Transfer 73%
- ◆ Employee Referrals 33%

### Size of Occupation

(Projection and Planning Information 1999-2006 as compiled by the Labor Market Information Division/EDD)

**Occupational Size** Very Large, 760-770 Employees

- ◆ **Gender** Male 4%, Female 96%

# *Secretaries*

## *Except Legal & Medical*

### **Employer Requirements**

#### **Minimum Level of Education Required by Responding Employers**

- ♦ Less Than High School 7%
- ♦ High School or Equivalent 87%
- ♦ Bachelor Degree 7%

#### **Work Experience and Training**

	Yes	No	Preferred
<b>Work Experience Required</b>	53%	33%	13%
<b>Prior Training Required</b>	13%	87%	0%

**Experience:** Firms requiring experience prefer 14 months experience in this occupation.

**Training:** Firms requiring training stated 4 months training are needed.

#### **Required or Preferred Skills**

Good listening skills  
 Coordination skills  
 Reading comprehension  
 Speaking skills  
 Service oriented  
 Time management skills  
 Ability to write effectively  
 Ability to use spreadsheet software  
 Ability to use word processing software  
 Ability to use database software  
 Telephone answering skills

### **Where the Jobs Are**

Miscellaneous Business Services  
 Elementary and Secondary Schools  
 Colleges and Universities  
 Accounting, Auditing, and Bookkeeping

### **Projections**

#### **Employer Projections**

Almost all employers expected employment levels to remain stable over the next 24 months with a some expecting levels to grow.

#### **Projected Job Openings**

Openings from Growth	10
Openings from Separations	90
Total Job Openings	100

#### **Occupational Forecast 1999-2006**

(Projection and Planning Information as compiled by the Labor Market Information Division/EDD)

**Projected Job Growth** Slower than average

### **Other Information**

#### **Promotional Opportunities**

Some employers provide promotional opportunities such as Business Manager or Auditor.

#### **Turnover**

Responding employers reported the rate of turnover in this occupation 14.5%.

#### **Union Collective Bargaining**

Some employers reported their employees are unionized.

### **Local Training Opportunities**

- ♦ College of the Redwoods
- ♦ Humboldt Regional Occupational Program (HROP)
- ♦ Humboldt State University
- ♦ Local Area Adult Schools

Please see the Local Training Facilities Section for more information.



# Tellers

OES Code: 531020

10 Employers Responding, 131 Jobs Represented

## Description of Occupation

Tellers receive and pay out money, and keep records of money and negotiable instruments involved in various financial institutions' transactions.

## Wages/Benefits

Wages	Range		Median
New hires, no experience	7.00	9.00	7.97
New hires, experienced	7.50	10.00	8.99
3+yrs experience with firm	8.75	12.00	10.14

\*Many employers offer bonuses.

**Hours** Some employers reported employment is full time averaging 40 hours per week; most employers reported part time employment averaging 27 hours per week; few employers offer temp/on call employment averaging 17 hours per week.

## Benefits Offered

Benefits	Employer Pays All		Share of Cost		Employee Pays All	
	FT	PT	FT	PT	FT	PT
Medical	30%	10%	50%	60%		
Dental	40%	10%	40%	60%		
Vision	30%	10%	50%	50%		
Life	50%	20%	20%	40%		
Sick Leave	70%	70%	10%	10%		
Vacation	70%	70%	10%	10%		
Retirement	30%	10%	50%	60%		
Child Care				10%	20%	10%

\* Few employers offer other benefits such as Disability Insurance or funding for Tuition and Book fees for further education.

## Supply and Demand

### Difficulty in Finding Applicants

**Experienced:** Employers report it is moderately difficult to find fully experienced and qualified applicants.

**Inexperienced:** Employers report it is moderately difficult to find inexperienced applicants who meet their requirements.

### Recruitment Methods

The most successful recruiting methods used by responding employers.

- ♦ Walk-In 50%
- ♦ Newspaper Ads 70%
- ♦ Employee Referrals 80%

## Size of Occupation

(Projection and Planning Information 1999-2006 as compiled by the Labor Market Information Division/EDD)

**Occupational Size** Very Large, 330-340 Employees

- ♦ **Gender** Male 8%, Female 92%



# Tellers

## Employer Requirements

### Minimum Level of Education Required by Responding Employers

- ♦ Less Than High School 10%
- ♦ High School or Equivalent 90%

### Work Experience and Training

	Yes	No	Preferred
<b>Work Experience Required</b>	10%	50%	40%
<b>Prior Training Required</b>	0%	100%	0%

**Experience:** Firms requiring experience prefer 11 months experience in this occupation.

**Training:** All firms responding stated they do not require prior training.

### Required or Preferred Skills

Mathematics skills  
Service oriented  
Good speaking skills  
Active listening skills  
Reading comprehension  
Ability to use spreadsheet software  
Ability to use word processing software

## Where the Jobs Are

Commercial Banks  
Credit Unions

## Projections

### Employer Projections

Almost all employers expected employment levels to remain stable over the next 24 months; one employer expects growth.

### Projected Job Openings

Openings from Growth	10
Openings from Separations	100
Total Job Openings	110

### Occupational Forecast 1999-2006

(Projection and Planning Information as compiled by the Labor Market Information Division/EDD)

### Projected Job Growth

Slower than average

## Other Information

### Promotional Opportunities

All employers provide promotional opportunities such as Loan Officer, Senior Teller, Branch Manager, New Accounts Rep.

### Turnover

Responding employers reported that the rate of turnover for this occupation was 34.9%.

### Union Collective Bargaining

None of the responding employers stated their employees were unionized.

## Local Training Opportunities

- ♦ College of the Redwoods
- ♦ HROP
- ♦ Local Area Adult Schools

Please see the Local Training Facilities Section for more information.

# Guide to Occupational Summaries 2001

## Description of Occupation

Descriptions are taken from the Occupational Employment Statistics (OES) Dictionary, published by the U.S. Department of Labor. These descriptions provide a direct relationship to Occupational Employment Projections data produced by the Employment Development Department.

## Wages/Benefits

### Wages

Wages included in this report are those paid by employers participating in the survey for employees at three levels of experience. The report does not include extreme wages. Although wages are shown to the nearest cent for ease of comparison, the reader should not interpret this as an indication of precision. The skills and experience levels used in this report are defined as follows:

**New hires, no experience:** Persons trained or otherwise qualified, but with no paid experience in the occupation.

**New hires, experienced:** Experienced persons, or persons at the journey-level, but just starting at the firm.

**3+ yrs experience with firm:** Experienced persons, or persons at the journey-level, with at least 3 years experience at the firm.

A separate union wage scale is used when union employment exceeds 20% of an occupation's total employment.

Wage information is presented as a tool for evaluating and comparing the potential earnings of one occupation with another. Wage information is not intended to represent official prevailing wages.

### Hours and Benefits Offered

This data is obtained from employer surveys. Refer to **Key Terms** along the bottom of the page for corresponding percentage value of the terms **All**, **Almost All**, **Most**, **Many**, **Some**, and **Few** used throughout this section and others.

## Supply and Demand

The following terms refer to the relative difficulty employers reported in locating qualified experienced and inexperienced applicants for the occupations surveyed:

**Very Difficult:** Demand is considerably greater than the supply of qualified applicants. Employers often cannot find qualified applicants when an opening exists.

**Moderately Difficult:** Demand is somewhat greater than the supply of qualified applicants. Employers may have some difficulty finding qualified applicants at times.

**Not Difficult:** Supply of qualified applicants is considerably greater than demand, creating a very competitive job market for applicants.

### Recruitment Methods

The most successful recruitment methods reported by responding employers are presented.

## Size of Occupation

### EDD Occupational Projections

The term used to describe the size of a particular occupation refers to its estimated number of workers in the county. Occupational size in Humboldt County is measured using the following scale:

**Small** = Less than 76

**Medium** = 76 – 150

**Large** = 151 – 326

**Very Large** = 327 and above

### Gender

Gender statistics are from the employer surveys and are presented as a percentage of the total number of employees reported by all of the responding employers for that occupation.

**Key Terms:** *All: 100%; Almost All: 80 – 99%; Most: 60 – 79%; Many: 40 – 59%; Some: 20 – 39%; Few: <20%*

# *Guide to Occupational Summaries 2001*

## **Employer Requirements**

### **Education, Training and Experience**

This section presents the amount and kind of education, work experience, training and skills required or preferred by surveyed employers. **Key Terms** are applied.

While minimum educational requirements have been shown as employers expressed them, these educational requirements are not always essential for the performance of job duties. Because the lack of education will create a barrier with some employers, employer's educational statements have been included in this report.

### **Required Skills**

This section includes technical, physical, personal or basic skills preferred by employers. In addition to the skill data provided by the surveyed employers, information was compiled from occupational skill tables provided by LMID and the O\*NET™ 3.0, U.S. Department of Labor, Employment and Training Administration.

The job qualifications and work skills information in this section should be interpreted with care. In many cases the skills listed represent relatively general "skill areas" e.g., the "ability to communicate effectively". In such cases the specific skills or skill clusters are not specified, and results should be interpreted as representing the areas of competence employers perceive to be important rather than more detailed "job specific competencies for job entry". However, the user interested in identifying the specific skill and qualification needed for job entry should find these results useful in narrowing the focus of further inquiry.

## **Where the Jobs Are**

Information in this section identifies industries providing sources of employment for each occupation. Information was compiled from occupational forecast tables provided by EDD Labor Market Information Division and industries representative of firms surveyed.

## **Projections / Employment Trends**

### **Employment levels over the next 24 months**

Information projecting employment levels over the next two years was obtained from employer surveys. **Key Terms** are applied.

### **Occupational Forecast: 1997-2004**

Projected Job Growth is an overview of decline, stability, or growth of job opportunities in relation to overall employment opportunities for the County. The following terms are applied to the occupational growth rates of this county:

Much faster than average = 1.50 times average or more

Faster than average = 1.10 to but not including 1.50

Average = 0.90 to but not including 1.10

Slower than average = Less than 0.90 but greater than 0

Remain Stable = Zero

Slow Decline = Less than zero

## **Other Information**

### **Occupational Mobility**

Information in this section is from employer surveys and describes the possible career path for workers in the occupation. **Key Terms** are applied. It should be kept in mind that the possibility of promotion and advancement varies considerably between employers.

### **Related DOT Codes and Titles**

The Dictionary of Occupational Titles (DOT) uses a more detailed classification system than does the OES system. However, each OES-defined occupation can be matched to a number of related DOT-defined occupations. This section includes some of the more sizeable DOT occupations associated with the OES occupations surveyed.

**CA Occupational Guides:** Further information on each occupation can also be found in these guides published by EDD ([www.calmis.ca.gov](http://www.calmis.ca.gov)).

**Occupational Outlook Handbook:** This handbook, published by the Bureau of Labor Statistics, contains further information on each occupation.

**Local Training Opportunities** When applicable, training programs offered within Humboldt County are listed. A list of local schools, related to occupations contained in this publication, are located in the Local Training Facilities Section in the back of this book.

# Bill and Account Collectors

OES Code: 535080

9 Employers Responding, 62 Jobs Represented

## Description of Occupation

Bill and Account Collectors locate and notify customers of delinquent accounts by mail, telephone, or personal visit to solicit payment. Their duties include receiving payment and posting amounts to customer's account; sending statements to the credit department if the customer fails to respond, initiating repossession proceedings or service disconnection, and keeping records of collection and status of accounts. Does not include collectors of money from coin boxes.

## Wages/Benefits

Wages	Range	Median
New hires, no experience	7.00 12.00	10.00
New hires, experienced	8.00 12.00	9.00
3+yrs experience with firm	9.50 16.00	12.00

**Hours** Almost all employers reported employment is full time averaging 40 hours per week; some employers reported part time employment averaging 25 hours per week.

## Benefits Offered

Benefits	Employer Pays All		Share of Cost		Employee Pays All	
	FT	PT	FT	PT	FT	PT
Medical	67%		22%			
Dental	56%		11%			
Vision	33%					
Life	89%					
Sick Leave	56%		11%			
Vacation	100%	11%				
Retirement	67%		22%			
Child Care					11%	

## Supply and Demand

### Difficulty in finding applicants

**Experienced** Employers report it is moderately difficult to find fully experienced and qualified applicants.

**Inexperienced** Employers report it is very difficult to find inexperienced applicants who meet their requirements.

### Recruitment Methods

The most successful recruiting methods used by responding employers.

- ◆ Newspaper Ads 78%
- ◆ In House Promotion /Transfer 67%
- ◆ Employee Referrals 44%
- ◆ Private Employment Agencies 44%

## Size of Occupation

(Projection and Planning Information 1997-2004 as compiled by Labor Market Information Division/EDD)

- ◆ **Occupational Size** Medium
- ◆ **Gender** Male 21%, Female 79%

# *Bill and Account Collectors*

## Employer Requirements

### Minimum level of education required by responding employers

- ♦ High School or Equivalent 89%
- ♦ Associate Degree 11%

### Work Experience and Training

	YES	NO	Preferred
Work Experience Required	44%	0%	56%
Prior Training Required	33%	44%	22%

**Experience** Firms requiring experience prefer 14 months experience in this occupation.

**Training** Firms requiring training stated 11 months training are needed.

### Required Skills

Business math skills  
Record keeping skills  
Bookkeeping skills  
Ability to use a calculator  
Ability to interview others for information  
Ability to follow billing procedures  
Possession of a valid driver's license  
Telephone answering skills  
Ability to write effectively  
Ability to type at least 45 wpm

## Where the Jobs Are

Commercial Banks  
Hospitals  
Medical Billing Services  
Credit Reporting and Collection Services

## Projections

Almost all employers expected employment levels to remain stable over the next 24 months with a few expecting levels to grow.

### Occupational Forecast 1997-2004

(Projection and Planning Information as compiled by Labor Market Information Division/EDD)

Projected Job Growth Much faster than average

## Other Information

**Occupational Mobility** Many employers provide promotional opportunities such as Bill or Collections Supervisor, Collections Manager, Accounts Receivable.

### Related DOT Titles and Codes

Collection Clerk	241.357-010
Collector	241.367-010
Repossessor	241.367-022

### Sources of Information

- ♦ California Occupational Guide # 561
- ♦ Occupational Outlook Handbook Page # 253

## Local Training Opportunities

Currently there is no specific training offered locally for this occupation.

Please see Local Training Facilities Section for more Information.

# Bookkeeping, Accounting, and Auditing Clerks, Including Bookkeepers

OES Code: 553380

15 Employers Responding, 42 Jobs Represented

## Description of Occupation

Bookkeeping, Accounting, and Auditing Clerks, including Bookkeepers, compute, classify, and record numerical data to keep sets of financial records complete. They perform any combination of routine calculating, posting, and verifying duties to obtain primary financial data for use in maintaining accounting records. They may also check the accuracy of figures, calculations, and postings pertaining to business transactions recorded by other workers. Does not include individuals whose primary duty is operating special office machines.

## Wages/Benefits

Wages	Range		Median
New hires, no experience	7.09	8.00	8.00
New hires, experienced	7.00	10.77	8.09
3+yrs experience with firm	8.50	19.20	10.00

**Hours** Almost all employers reported employment is full time averaging 40 hours per week; some employers reported part time employment averaging 20 hours per week.

## Benefits Offered

Benefits	Employer Pays All		Share of Cost		Employee Pays All	
	FT	PT	FT	PT	FT	PT
Medical	67%	7%	20%			
Dental	33%		7%		7%	7%
Vision	20%		7%			
Life	47%	7%			7%	
Sick Leave	53%	7%				
Vacation	93%	7%				
Retirement	33%	7%	20%			
Child Care						

## Supply and Demand

### Difficulty in finding applicants

**Experienced** Employers report it is very difficult to find fully experienced and qualified applicants.

**Inexperienced** Employers report it is moderately difficult to find inexperienced applicants who meet their requirements.

### Recruitment Methods

Three most successful recruiting methods used by responding employers.

- ◆ Employee Referrals 67%
- ◆ Newspaper Ads 67%
- ◆ Walk-In Applicants 67%

## Size of Occupation

(Projection and Planning Information 1997-2004 as compiled by Labor Market Information Division/EDD)

- ◆ **Occupational Size** Very Large
- ◆ **Gender** Male 10%, Female 90%

# *Bookkeeping, Accounting, and Auditing Clerks, Including Bookkeepers*

## **Employer Requirements**

### **Minimum level of education required by responding employers**

- ♦ High School or Equivalent 87%
- ♦ Bachelor Degree 13%

### **Work Experience and Training**

	YES	NO	Preferred
<b>Work Experience Required</b>	80%	7%	13%
<b>Prior Training Required</b>	13%	73%	13%

**Experience** Firms requiring experience prefer 17 months experience in this occupation.

**Training** Firms requiring training stated 8 months training are needed.

### **Required Skills**

Accounting skills  
Ability to conduct an audit  
Bookkeeping skills  
Ability to operate 10-key adding machine by touch  
Payroll processing skills  
Bondable  
Ability to use spreadsheet software  
Ability to use word processing software  
Ability to use database software  
Telephone answering skills  
Ability to write effectively

## **Where the Jobs Are**

State and Local Governments  
Commercial Banks  
Retail Stores  
Offices and Clinics of Medical Doctors

## **Projections**

Almost all employers expected employment levels to remain stable over the next 24 months with a few expecting levels to decline.

### **Occupational Forecast 1997-2004**

(Projection and Planning Information as compiled by Labor Market Information Division/EDD)

Projected Job Growth      Slower than average

## **Other Information**

**Occupational Mobility** Some employers provide promotional opportunities such as Account Technician, Field Supervisor, Management .

### **Related DOT Titles and Codes**

Audit Clerk	210.382-010
Bookkeeper	210.382-014
Accounting Clerk	216.482-010

### **Sources of Information**

- ♦ California Occupational Guide # 26
- ♦ Occupational Outlook Handbook Page # 280

## **Local Training Opportunities**

- ♦ College of the Redwoods
- ♦ Eureka City Schools Adult Education

Please see Local Training Facilities Section for more information



# Bus Drivers

OES Code: 971080

2 Employers Responding, 31 Jobs Represented

## Description of Occupation

Bus Drivers drive buses to transport passengers over specified routes to local or distant points according to a time schedule. They assist passengers with baggage and collect tickets or cash fares. Does not include School Bus Drivers.

## Wages/Benefits

Union Wages	Range		Median
New hires, no experience	8.66	9.38	9.02
New hires, experienced	9.38	9.55	9.47
3+yrs experience with firm	10.28	10.54	10.41

**Hours** Many employers reported full time employment averaging 40 hours per week with part time employment reported as averaging 20 hours per week.

### Benefits Offered

Benefits	Employer Pays All		Share of Cost		Employee Pays All	
	FT	PT	FT	PT	FT	PT
Medical			50%			
Dental			50%			
Vision			50%			
Life	50%					
Sick Leave	50%	50%				
Vacation	50%					
Retirement	50%					
Child Care						

## Supply and Demand

### Difficulty in finding applicants

**Experienced** Insufficient information.

**Inexperienced** Employers report it is very difficult to find inexperienced applicants who meet their requirements.

### Recruitment Methods

Three most successful recruiting methods used by responding employers.

- ◆ Employee Referrals 100%
- ◆ Walk-In Applicants 50%
- ◆ Colleges / Universities 50%

## Size of Occupation

(Projection and Planning Information 1997-2004 as compiled by Labor Market Information Division/EDD)

- ◆ **Occupational Size** Small
- ◆ **Gender** Male 71%, Female 29%



# *Bus Drivers*

## Employer Requirements

### Minimum level of education required by responding employers

- ♦ High School or Equivalent 100%

### Work Experience and Training

	YES	NO	Preferred
<b>Work Experience Required</b>	0%	0%	100%
<b>Prior Training Required</b>	0%	50%	50%

**Experience** Firms requiring experience prefer 9 months experience in this occupation.

**Training** Firms requiring training stated 1 month training is needed.

### Required Skills

Cash handling skills  
Automotive maintenance and minor repair skills  
Ability to administer emergency first aid  
Tire changing skills  
Map reading skills  
Ability to perform CPR  
Possession of a valid Class B driver's license  
Ability to write effectively  
Ability to lift at least 40 lbs. repeatedly

## Where the Jobs Are

Local and Suburban Transportation  
Bus Charter Service  
Individual and Family Services  
Social Services

## Projections

Many employers expected employment levels to remain stable over the next 24 months with many expecting levels to grow.

### Occupational Forecast 1997-2004

(Projection and Planning Information as compiled by Labor Market Information Division/EDD)

Projected Job Growth                      Remain Stable

## Other Information

**Occupational Mobility** All employers provide promotional opportunities such as Lead Driver, Trainer, Maintenance.

### Related DOT Titles and Codes

Bus Driver                                      913.463-010  
Bus Driver, School                           913.463-010

### Sources of Information

- ♦ California Occupational Guide # 2
- ♦ Occupational Outlook Handbook Page # 436

## Local Training Opportunities

- ♦ American Truck School LLC
- ♦ Eureka City Schools Adult Education
- ♦ Northern Humboldt Union H.S. Adult Education

Please see Local Training Facilities Section for more information.

# Child Care Workers

OES Code: 680380

14 Employers Responding, 168 Jobs Represented

## Description of Occupation

Child Care Workers attend children at school, businesses, and institutions performing a variety of tasks, such as dressing, feeding, bathing, and overseeing play. Does not include workers whose primary function is to teach in a structured setting.

## Wages/Benefits

Wages	Range		Median
New hires, no experience	6.25	9.45	6.75
New hires, experienced	6.25	9.20	7.00
3+ yrs experience with firm	7.00	10.00	8.50

**Hours** Most employers reported full time employment averaging 39 hours per week and part time employment averaging 21 hours per week. A few employers reported temporary/on call employment averaging 40 hours per week.

### Benefits Offered

Benefits	Employer Pays All		Share of Cost		Employee Pays All	
	FT	PT	FT	PT	FT	PT
Medical	36%	7%		7%		
Dental	29%	7%		7%		
Vision	21%	7%		7%		
Life	21%	7%	7%			
Sick Leave	50%	29%		7%		
Vacation	64%	36%		7%		
Retirement	36%	14%		7%		
Child Care	21%	7%		7%		

## Supply and Demand

### Difficulty in finding applicants

**Experienced** Employers report it is very difficult to find fully experienced and qualified applicants.

**Inexperienced** Employers report it is very difficult to find inexperienced applicants who meet their requirements.

### Recruitment Methods

Three most successful recruiting methods used by responding employers.

- ♦ Newspaper Ads 79%
- ♦ Employee Referrals 57%
- ♦ Walk-In Applicants 50%

## Size of Occupation

(Projection and Planning Information 1997-2004 as compiled by Labor Market Information Division/EDD)

- ♦ **Occupational Size** Large
- ♦ **Gender** Male 13%, Female 87%

# Child Care Workers

## Employer Requirements

### Minimum level of education required by responding employers

- ♦ High School or Equivalent 79%
- ♦ Associate Degree 21%

### Work Experience and Training

	YES	NO	Preferred
Work Experience Required	57%	21%	21%
Prior Training Required	36%	57%	7%

**Experience** Firms requiring experience prefer 9 months experience in this occupation.

**Training** Firms requiring training stated 8 months training are needed.

### Required Skills

Knowledge of early childhood development  
Oral reading skills  
Musical skills  
Ability to administer emergency first aid  
Ability to write effectively  
Oral communication skills  
Ability to stand continuously for 2 or more hours  
Basic math skills  
Ability to write legibly

## Where the Jobs Are

Elementary and Secondary Schools  
Individual and Family Services  
Child Day Care Services

## Projections

Most employers expected employment levels to remain stable over the next 24 months with some expecting levels to grow.

### Occupational Forecast 1997-2004

(Projection and Planning Information as compiled by Labor Market Information Division/EDD)

Projected Job Growth Much faster than average

## Other Information

**Occupational Mobility** Almost all employers provide promotional opportunities such as Director, Program Manager, Site Supervisor, Case Manager, Manager.

### Related DOT Titles and Codes

Child-Care Attendant	355.674-010
Nursery School Attendant	359.677-018
Playroom Attendant	359.677-026

### Sources of Information

- ♦ California Occupational Guide # 505
- ♦ Occupational Outlook Handbook Page # 317

## Local Training Opportunities

- ♦ College of the Redwoods
- ♦ Humboldt County Regional Occupational Program

Please see Local Training Facilities Section for more information.

# Computer Aided Design (CAD) Technicians

OES Code: 003362999

11 Employers Responding, 20 Jobs Represented

## Description of Occupation

Computer Aided Design (CAD) Technicians operate computer-aided design systems and peripheral equipment to draft and modify drawings from rough or detailed sketches or notes to specified dimensions for manufacturing, construction, engineering, or other purposes. They utilize knowledge of various CAD programs, machines, engineering practices, mathematics, building materials, and other physical sciences to complete drawings.

## Wages/Benefits

Wages	Range	Median
New hires, no experience	8.00 12.00	10.76
New hires, experienced	10.00 14.00	11.99
3+ yrs experience with firm	12.95 16.25	15.00

**Hours** Almost all employers reported employment is full time averaging 40 hours per week; a few employers reported temporary/on call employment averaging 20 hours per week.

## Benefits Offered

Benefits	Employer Pays All		Share of Cost		Employee Pays All	
	FT	PT	FT	PT	FT	PT
Medical	27%		64%			
Dental	9%		36%			
Vision	9%		36%			
Life	18%		9%			
Sick Leave	55%		9%			
Vacation	73%		9%			
Retirement	18%		45%			
Child Care					9%	

## Supply and Demand

### Difficulty in finding applicants

**Experienced** Employers report it is moderately difficult to find fully experienced and qualified applicants.

**Inexperienced** Employers report it is very difficult to find inexperienced applicants who meet their requirements

### Recruitment Methods

The most successful recruiting methods used by responding employers.

- ♦ Employee Referrals 55%
- ♦ Walk-In Applicants 55%
- ♦ Newspaper Ads 36%
- ♦ School, Program Referrals 36%

## Size of Occupation

(Projection and Planning Information 1997-2004 as compiled by Labor Market Information Division/EDD)

- ♦ **Occupational Size** Information not available
- ♦ **Gender** Male 90%, Female 10%

# Computer Aided Design (CAD) Technicians

## Employer Requirements

### Minimum level of education required by responding employers

- ♦ High School or Equivalent 45%
- ♦ Associate Degree 45%
- ♦ Bachelor Degree 9%

### Work Experience and Training

	YES	NO	Preferred
Work Experience Required	64%	0%	36%
Prior Training Required	60%	40%	0%

**Experience** Firms requiring experience prefer 12 months experience in this occupation.

**Training** Firms requiring training stated 13 months training are needed.

### Required Skills

Ability to read blueprints

Computer integrated manufacturing (CIM) CAD skills

Ability to visualize 3-D objects from 2-D drawings

Understanding of construction terms

Drafting skills

Ability to work from engineering sketches

Ability to use geometric dimensioning & tolerancing techniques

## Where the Jobs Are

Architectural Services

Engineering Services

Manufacturing

## Projections

Most employers expected employment levels to remain stable over the next 24 months with a few expecting levels to grow. A few employers expect levels to decline.

### Occupational Forecast: 1997-2004

(Projection and Planning Information as compiled by Labor Market Information Division/EDD)

Projected Job Growth: Information not available.

## Other Information

**Occupational Mobility** Some employers provide promotional opportunities such as Sr. Drafter, Partner, Draftsperson I, II, III.

### Related DOT Titles and Codes

Drafter, Architectural	001.261-010
Drafter, Civil	005.281-010
Drafter, Electrical	003.281-010
Drafter, Electronic	003.281-014
Drafter, Mechanical	007.281-010
Technical Illustrator	017.281-034

### Sources of Information

- ♦ California Occupational Guide #338
- ♦ Occupational Outlook Handbook Page #226

## Local Training Opportunities

- ♦ College of the Redwoods.

Please see Local Training Facilities Section for more information.

# Computer Support Specialist

OES Code: 251040

15 Employers Responding, 39 Jobs Represented

## Description of Occupation

Computer Support Specialists provide technical assistance and training to computer system users. Investigate and resolve computer software and hardware problems of users. Answer clients' inquiries in person and via telephone concerning the use of computer hardware and software, including printing, word processing, programming languages, electronic mail, and operating systems.

## Wages/Benefits

Wages	Range		Median
New hires, no experience	7.50	12.00	9.75
New hires, experienced	7.50	20.00	12.00
3+yrs experience with firm	9.00	22.16	15.98

**Hours** All employers reported employment is full time averaging 42 hours per week; a few employers reported part time employment averaging 18 hours per week. A few employers also reported temporary or on call employment averaging 40 hours per week.

### Benefits Offered

Benefits	Employer Pays All		Share of Cost		Employee Pays All	
	FT	PT	FT	PT	FT	PT
Medical	60%		40%			
Dental	67%		27%		7%	
Vision	53%		20%			
Life	67%				7%	
Sick Leave	87%					
Vacation	100%					
Retirement	40%		40%		13%	
Child Care			7%		13%	

## Supply and Demand

### Difficulty in finding applicants

**Experienced** Employers report it is moderately difficult to find fully experienced and qualified applicants.

**Inexperienced** Employers report it is moderately difficult to find inexperienced applicants who meet their requirements.

### Recruitment Methods

Three most successful recruiting methods used by responding employers.

- ◆ Newspaper Ads 87%
- ◆ Employee Referrals 47%
- ◆ Internet 47%

## Size of Occupation

(Projection and Planning Information 1997-2004 as compiled by Labor Market Information Division/EDD)

- ◆ **Occupational Size** Medium
- ◆ **Gender** Male 82%, Female 18%

# Computer Support Specialist

## Employer Requirements

### Minimum level of education required by responding employers

- ♦ High School or Equivalent 87%
- ♦ Associate Degree 13%

### Work Experience and Training

	YES	NO	Preferred
Work Experience Required	87%	7%	7%
Prior Training Required	43%	43%	14%

**Experience** Firms requiring experience prefer 21 months experience in this occupation.

**Training** Firms requiring training stated 13 months training are needed.

### Required Skills

Knowledge of networking systems  
Knowledge of software applications  
Ability to gather information and identify problems  
Ability to actively listen and use critical thinking  
Ability to teach and instruct others

## Where the Jobs Are

Computer and Data Processing Services  
Commercial Banks  
Hospitals  
Colleges and Universities

## Projections

Most employers expected employment levels to grow over the next 24 months with some expecting levels to remain stable.

### Occupational Forecast 1997-2004

(Projection and Planning Information as compiled by Labor Market Information Division/EDD)

Projected Job Growth Much faster than average

## Other Information

Occupational Mobility Some employers provide promotional opportunities such as Team Leader, System Supervisor, Information Technology Manager, Lead Systems Engineer.

### Related DOT Titles and Codes

Computer Systems Hardware Analyst 033.167-010

### Sources of Information

- ♦ California Occupational Guide # 488 and 541
- ♦ Occupational Outlook Handbook Page # 92

## Local Training Opportunities

- ♦ Career Academy
- ♦ College of the Redwoods
- ♦ California Training Center

Please see Local Training Facilities Section for more information.

# Firefighters

OES Code: 630080

5 Employers Responding, 315 Jobs Represented

## Description of Occupation

Firefighters control and extinguish fires, protect life and property, and maintain equipment as paid volunteers or employees of city, township, State, or Federal government.

## Wages/Benefits

Wages	Range		Median
New hires, no experience	6.60	10.78	9.56
New hires, experienced	8.45	11.51	10.75
3+ yrs experience with firm	10.27	18.22	11.87

**Hours** Almost all employers reported employment is full time averaging 67 hours per week with some employers reporting seasonal employment averaging 92 hours per week. (Firefighters work rotating shifts that often consist of working 24 hours, followed by 24 or 48 hours off duty.)

### Benefits Offered

Benefits	Employer Pays All		Share of Cost		Employee Pays All	
	FT	PT	FT	PT	FT	PT
Medical	40%		60%			
Dental	40%		40%			
Vision	20%		80%			
Life	60%					
Sick Leave	100%					
Vacation	100%					
Retirement	40%		60%			
Child Care						

## Supply and Demand

### Difficulty in finding applicants

**Experienced** Employers report it is not difficult to find fully experienced and qualified applicants.

**Inexperienced** Employers report it is not difficult to find inexperienced applicants who meet their requirements.

### Recruitment Methods

The most successful recruiting methods used by responding employers.

- ◆ Newspaper Ads 60%
- ◆ In-House Promotions 40%
- ◆ School, Program Referrals 40%
- ◆ Internet 40%

## Size of Occupation

(Projection and Planning Information 1997-2004 as compiled by Labor Market Information Division/EDD)

- ◆ **Occupational Size** Small
- ◆ **Gender** Male 88%, Female 12%



# Firefighters

## Employer Requirements

### Minimum level of education required by responding employers

- ♦ Less than High School 40%
- ♦ High School or Equivalent 60%

### Work Experience and Training

	YES	NO	Preferred
Work Experience Required	20%	60%	20%
Prior Training Required	40%	40%	20%

**Experience** Firms requiring experience prefer 36 months experience in this occupation.

**Training** Firms requiring training stated 5 months training are needed.

### Required Skills

Good vision  
Good hearing  
Ability to climb to high places  
Possession of agility and coordination  
Ability to pass a physical performance test  
Ability to administer emergency first aid  
Ability to take vital signs  
Possession of a valid Class A driver's license  
Emergency Medical Technician Certificate  
Ability to write effectively  
Knowledge of medical terminology  
Ability to apply principles of hazardous and toxic waste disposal  
Knowledge of local streets

## Where the Jobs Are

State and Local Governments

## Projections

Almost all employers expected employment levels to remain stable over the next 24 months with some expecting levels to grow.

### Occupational Forecast 1997-2004

(Projection and Planning Information as compiled by Labor Market Information Division/EDD)

Projected Job Growth                      Remain Stable

## Other Information

**Occupational Mobility** All employers provide promotional opportunities such as Firefighter I, Fire Apparatus Engineer, Fire Engineer, Assistant Crew Boss, Assistant Chief, Fire Captain.

### Related DOT Titles and Codes

Fire Fighter	373.364-010
Fire Assistant	169.167-022
Fire Chief	373.117-010
Fire Captain	373.134-010
Fire Crew Worker (Forestry)	452.687-014

### Sources of Information

- ♦ California Occupational Guide # 241
- ♦ Occupational Outlook Handbook Page # 297

## Local Training Opportunities

- ♦ Humboldt County Regional Occupational Program

Please see Local Training Facilities Section for more information.

# Food Preparation Workers

OES Code: 650380

15 Employers Responding, 189 Jobs Represented

## Description of Occupation

Food Preparation Workers perform a variety of food preparation duties, such as preparing cold foods and maintaining and cleaning kitchen work areas, equipment, and utensils. They perform simple tasks such as preparing shellfish or slicing meat. They may brew coffee, tea, or chocolate or prepare sandwiches. They work in such places as a restaurant kitchen or delicatessen.

## Wages/Benefits

Wages	Range		Median
New hires, no experience	6.25	8.00	6.75
New hires, experienced	6.25	8.50	6.88
3+ yrs experience with firm	7.00	10.00	8.00

**Hours** Almost all employers reported employment is full time averaging 40 hours per week with most employers reporting part time employment averaging 21 hours per week. A few employers reported seasonal employment averaging 40 hours per week.

## Benefits Offered

Benefits	Employer Pays All		Share of Cost		Employee Pays All	
	FT	PT	FT	PT	FT	PT
Medical	13%		20%			
Dental						
Vision						
Life						
Sick Leave						
Vacation	20%	7%				
Retirement			7%			
Child Care						

## Supply and Demand

### Difficulty in finding applicants

**Experienced** Employers report it is moderately difficult to find fully experienced and qualified applicants.

**Inexperienced** Employers report it is very difficult to find inexperienced applicants who meet their requirements

### Recruitment Methods

The most successful recruiting methods used by responding employers.

- ♦ Walk-In Applicants 80%
- ♦ Newspaper Ads 67%
- ♦ In-House Promotion or Transfer 27%
- ♦ Employee Referrals 27%

## Size of Occupation

(Projection and Planning Information 1997-2004 as compiled by Labor Market Information Division/EDD)

- ♦ **Occupational Size** Very Large
- ♦ **Gender** Male 65%, Female 35%

# Food Preparation Workers

## Employer Requirements

### Minimum level of education required by responding employers

- ♦ Less than High School 33%
- ♦ High School or Equivalent 67%

### Work Experience and Training

	YES	NO	Preferred
Work Experience Required	20%	53%	27%
Prior Training Required	0%	93%	7%

**Experience** Firms requiring experience prefer 10 months experience in this occupation.

**Training** Firms requiring training stated 3 months training are needed.

### Required Skills

Sandwich making skills  
Ability to operate a cash register  
Salad making skills  
Certified as a food handler  
Knowledge of sanitary work environment  
Ability to read and follow instructions  
Oral communication skills  
Ability to work rapidly  
Ability to stand continuously for 2 or more hours

## Where the Jobs Are

Restaurant and Beverage Business  
Hotels and Motels  
Elementary and Secondary Schools

## Projections

Almost all employers expected employment levels to remain stable over the next 24 months with a few expecting levels to grow. A few employers also expected levels to decline.

### Occupational Forecast 1997-2004

(Projection and Planning Information as compiled by Labor Market Information Division/EDD)

Projected Job Growth Slower than average

## Other Information

**Occupational Mobility** Almost all employers provide promotional opportunities such as Line Cook, Head Cook, Sauce Chef, Crew Manager, Kitchen Supervisor, Floor Manager, Assistant Manager.

### Related DOT Titles and Codes

Food-Service Worker	313.361-014
Food Preparer	412.687-010
Food-Service Worker Hospital	319.677-014
Food Assembler, Kitchen	319.484-010

### Sources of Information

- ♦ California Occupational Guide # n/a
- ♦ Occupational Outlook Handbook Page #304,306

## Local Training Opportunities

- ♦ Humboldt County Regional Occupational Program

Please see Local Training Facilities Section for more information.

# Food Service Managers

OES Code: 150261

15 Employers Responding, 49 Jobs Represented

## Description of Occupation

Food Service Managers plan, organize, direct, control, or coordinate activities of an organization or department that serves food and/or beverages. Includes Food and Beverage Directors.

## Wages/Benefits

Wages	Range		Median
New hires, no experience	6.25	9.21	8.00
New hires, experienced	6.25	11.91	9.00
3+ yrs experience with firm	8.00	12.00	11.00

**Hours** Almost all employers reported employment is full time averaging 42 hours per week; a few employers reported part time employment averaging 20 hours per week.

## Benefits Offered

Benefits	Employer Pays All		Share of Cost		Employee Pays All	
	FT	PT	FT	PT	FT	PT
Medical	20%		13%	7%		
Dental	7%		7%	7%		
Vision	7%			7%		
Life						
Sick Leave	27%	7%				
Vacation	60%	7%				
Retirement	7%		7%			
Child Care						

## Supply and Demand

### Difficulty in finding applicants

**Experienced** Employers report it is moderately difficult to find fully experienced and qualified applicants.

**Inexperienced** Employers report it is very difficult to find inexperienced applicants who meet their requirements.

### Recruitment Methods

Three most successful recruiting methods used by responding employers.

- ♦ In-House Promotion or Transfer 73%
- ♦ Newspaper Ads 73%
- ♦ Walk-In Applicants 53%

## Size of Occupation

(Projection and Planning Information 1997-2004 as compiled by Labor Market Information Division/EDD)

- ♦ **Occupational Size** Large
- ♦ **Gender** Male 61%, Female 39%

# *Food Service Managers*

## Employer Requirements

### Minimum level of education required by responding employers

- ♦ Less than High School 7%
- ♦ High School or Equivalent 73%
- ♦ Associate Degree 20%

### Work Experience and Training

	YES	NO	Preferred
Work Experience Required	60%	13%	27%
Prior Training Required	13%	73%	13%

**Experience** Firms requiring experience prefer 17 months experience in this occupation.

**Training** Firms requiring training stated 12 months training are needed.

### Required Skills

Oral communication skills  
Ability to manage an activity or department  
Ability to plan and organize the work of others  
Record keeping skills  
Understanding of inventory techniques  
Ability to hire and assign personnel  
Food preparation skills  
Catering skills

## Where the Jobs Are

Restaurants  
Hotels  
Resorts  
Hospitals  
Schools

## Projections

All employers expected employment levels to remain stable over the next 24 months.

### Occupational Forecast: 1997-2004

(Projection and Planning Information as compiled by Labor Market Information Division/EDD)

Projected Job Growth Average

## Other Information

**Occupational Mobility** Some employers provide promotional opportunities such as Operations Manager, First Assistant, General Manager, Sales Manager.

### Related DOT Titles and Codes

Manager, Fast-Food Service	185.137-010
Manager, Food Service	187.167-106
Director Food Services	187.167-026
Dietary Manager	187.167-206

### Sources of Information

- ♦ California Occupational Guide #503
- ♦ Occupational Outlook Handbook Page #68

## Local Training Opportunities

Currently there is no specific training offered locally for this occupation.

Please see Local Training Facilities Section for more information.

# Home Health Aides

OES Code: 660110

7 Employers Responding, 194 Jobs Represented

## Description of Occupation

Home Health Aides care for elderly, convalescent, or handicapped person in home of patient. They perform duties for patients such as changing bed linen, preparing meals, assisting in and out of bed, bathing, dressing, grooming, and assisting with medications under doctors' orders or direction of nurse. Does not include Nursing Aides and Homemakers.

## Wages/Benefits

Wages	Range		Median
New hires, no experience	6.75	7.58	7.00
New hires, experienced	7.50	7.58	7.50
3+ yrs experience with firm	7.25	9.00	8.00

**Hours** All employers reported full time employment averaging 40 hours per week with many employers reporting part time employment averaging 22 hours per week. A few employers reported temporary/on call employment averaging 40 hours per week.

## Benefits Offered

Benefits	Employer Pays All		Share of Cost		Employee Pays All	
	FT	PT	FT	PT	FT	PT
Medical	29%		14%	14%		
Dental	29%			14%	14%	
Vision	29%			14%		
Life	43%			14%		
Sick Leave	29%			14%		
Vacation	43%			14%		
Retirement			14%		14%	
Child Care						

## Supply and Demand

### Difficulty in finding applicants

**Experienced** Employers report it is moderately difficult to find fully experienced and qualified applicants.

**Inexperienced** Employers report it is very difficult to find inexperienced applicants who meet their requirements.

### Recruitment Methods

Three most successful recruiting methods used by responding employers.

- ♦ Newspaper Ads 100%
- ♦ Walk-In Applicants 100%
- ♦ Employee Referrals 43%

## Size of Occupation

(Projection and Planning Information 1997-2004 as compiled by Labor Market Information Division/EDD)

- ♦ **Occupational Size** Medium
- ♦ **Gender** Male 11%, Female 89%

# Home Health Aides

## Employer Requirements

### Minimum level of education required by responding employers

- ◆ Less than High School 14%
- ◆ High School or Equivalent 71%
- ◆ Associate Degree 14%

### Work Experience and Training

	YES	NO	Preferred
Work Experience Required	29%	0%	71%
Prior Training Required	0%	100%	0%

**Experience** Firms requiring experience prefer 9 months experience in this occupation.

**Training** Responding employers stated prior training is not required.

### Required Skills

Oral communication skills  
Ability to prepare meals  
Possession of an Home Health Aide Certificate  
Certificated to perform CPR  
Possession of a valid driver's license  
Ability to write effectively  
Ability to pass a pre-employment medical examination  
Possession of a Certified Nurse Assistant qualification  
Ability to apply transferring techniques moving patients

## Where the Jobs Are

Nursing and Personal Care Facilities  
Hospitals  
Home Health Care Services

## Projections

Most employers expected employment levels to grow over the next 24 months with some expecting levels to remain stable.

### Occupational Forecast 1997-2004

(Projection and Planning Information as compiled by Labor Market Information Division/EDD)

Projected Job Growth      Much faster than average

## Other Information

**Occupational Mobility** Most employers provide promotional opportunities such as Medical Aide, Supervisor, Lead Program Counselors, Crew Supervisor, Office Staff, Management.

### Related DOT Titles and Codes

Home Health Aide (medical )      355.674-014  
Home Health Aide (personal )      354.377-014  
Home Health Nurse      079.374-014

### Sources of Information

- ◆ California Occupational Guide # 461
- ◆ Occupational Outlook Handbook Page # 322

## Local Training Opportunities

Currently there is no specific training offered locally for this occupation

Please see Local Training Facilities Section for more information.

# Internet Web Site Designers/Developers (Webmasters)

OES Code: 31064999

2 Employers Responding, 5 Jobs Represented

## Description of Occupation

Internet Web Site Designers/Developers (Webmasters) are responsible for managing the content of an organization's Internet web site. Usually using specialized software, they create, design and maintain web pages to communicate an organization's message to Internet users.

## Wages/Benefits

Wages	Range		Median
New hires, no experience	Insufficient Data		
New hires, experienced	7.50	11.00	9.25
3+yrs experience with firm	15.00	15.00	15.00

**Hours** All employers reported full time employment averaging 42 hours per week with many employers reporting part time employment averaging 30 hours per week and temporary/on call employment averaging 20 hours per week.

## Benefits Offered

Benefits	Employer Pays All		Share of Cost		Employee Pays All	
	FT	PT	FT	PT	FT	PT
Medical	50%					
Dental						
Vision						
Life						
Sick Leave						
Vacation	100%					
Retirement	50%					
Child Care						

## Supply and Demand

**Experienced** Employers report it is very difficult to find fully experienced and qualified applicants.

**Inexperienced** Insufficient information

## Recruitment Methods

The most successful recruiting methods used by responding employers.

- ♦ In-House Promotion or Transfer 50%
- ♦ Employee Referrals 50%
- ♦ Newspaper Ads or Internet 50%
- ♦ Walk-In Applicants 50%
- ♦ Employment Development Dept. 50%

## Size of Occupation

(Projection and Planning Information 1997-2004 as compiled by Labor Market Information Division/EDD)

- ♦ **Occupational Size** Information not available
- ♦ **Gender** Male 80%, Female 20%



# Internet Web Site Designers/Developers (Webmasters)

## Employer Requirements

### Minimum level of education required by responding employers

- ♦ High School or Equivalent 50%
- ♦ Bachelor Degree 50%

### Work Experience and Training

	YES	NO	Preferred
Work Experience Required	100%	0%	0%
Prior Training Required	0%	50%	50%

**Experience** Firms requiring experience prefer 9 months experience in this occupation.

**Training** Firms requiring training stated 12 months training are needed.

### Required Skills

Ability to write effectively  
Oral communication skills  
Computer software skills  
Ability to Create and design  
Animation and graphic art skills

## Where the Jobs Are

Computer Programming Services  
Catalogue and Mail-Order Houses

## Projections

Many employers expected employment levels to remain stable over the next 24 months with many expecting levels to grow.

### Occupational Forecast 1997-2004

(Projection and Planning Information as compiled by Labor Market Information Division/EDD)

Projected Job Growth Information not available

## Other Information

**Occupational Mobility** Many employers provide promotional opportunities such as Manager, Information Technician.

### Related DOT Titles and Codes

Graphic Designer 141.061-018  
Illustrator 141.061-022

### Sources of Information

- ♦ California Occupational Guide # 559
- ♦ Occupational Outlook Handbook Page # [n/a](#)

## Local Training Opportunities

- ♦ College of the Redwoods

Please see Local Training Facilities Section for more information.

# Machinery Maintenance Mechanics

OES Code: 851190

15 Employers Responding, 84 Jobs Represented

## Description of Occupation

Machinery Maintenance Mechanics repair and maintain the operating condition of industrial production and processing machinery, printing machinery, and refinery and pipeline distribution systems. Their duties include repairing in accordance with diagrams, operating manuals, or manufacturer's specifications, machinery and mechanical equipment, such as pumps, conveyor systems, and motors. Does not include Millwrights and Mobile Heavy Equipment Mechanics, such as crane, bulldozer, grader, or conveyor mechanics.

## Wages/Benefits

Wages	Range	Median
New hires, no experience	Insufficient Data	
New hires, experienced	7.50 18.00	13.00
3+ yrs experience with firm	8.50 18.00	15.00

Union Wages	Range	Median
New hires, no experience	Insufficient Data	
New hires, experienced	7.91 29.00	16.12
3+ yrs experience with firm	9.18 32.00	18.91

**Hours** Almost all employers reported employment is full time averaging 41 hours per week with a few employers reporting part time employment averaging 20 hours per week. A few employers also reported temporary/on call employment averaging 40 hours per week.

## Benefits Offered

Benefits	Employer Pays All		Share of Cost		Employee Pays All	
	FT	PT	FT	PT	FT	PT
Medical	47%		27%		7%	
Dental	33%		20%		7%	
Vision	27%		27%		7%	
Life	40%		13%		13%	
Sick Leave	47%					
Vacation	80%					
Retirement	53%		7%			
Child Care						

## Supply and Demand

### Difficulty in finding applicants

**Experienced** Employers report it is moderately difficult to find fully experienced and qualified applicants.

**Inexperienced** Employers report it is not difficult to find inexperienced applicants who meet their requirements.

### Recruitment Methods

Three most successful recruiting methods used by responding employers.

- ♦ Newspaper Ads 73%
- ♦ Employee Referrals 60%
- ♦ Walk-In Applicants 47%

## Size of Occupation

(Projection and Planning Information 1997-2004 as compiled by Labor Market Information Division/EDD)

- ♦ **Occupational Size** Small
- ♦ **Gender** Male 100%, Female 0%

# ***Machinery Maintenance Mechanics***

## **Employer Requirements**

### **Minimum level of education required by responding employers**

- ♦ Less than High School 47%
- ♦ High School or Equivalent 53%

### **Work Experience and Training**

	YES	NO	Preferred
<b>Work Experience Required</b>	73%	13%	13%
<b>Prior Training Required</b>	0%	73%	27%

**Experience** Firms requiring experience prefer 25 months experience in this occupation.

**Training** Firms requiring training stated 18 months training are needed.

### **Required Skills**

Ability to stand continuously for 2 or more hours  
Ability to perform routine maintenance  
Troubleshooting skills  
Ability to repair machines or systems  
Ability to test machinery for proper operation  
Ability to install equipment, machines, wiring or programs to meet specifications.

## **Where the Jobs Are**

Sawmills & Planing Mills  
Miscellaneous Wood Products  
Manufacturing  
Dairy Processing Plants

## **Projections**

Most employers expected employment levels to remain stable over the next 24 months with few expecting levels to grow. A few employers also expected employment levels to decline.

### **Occupational Forecast 1997-2004**

(Projection and Planning Information as compiled by Labor Market Information Division/EDD)

Projected Job Growth                      Remain Stable

## **Other Information**

**Occupational Mobility** Many employers provide promotional opportunities such as Foreman, Supervisor, Mechanical Superintendent, Plant Manager.

### **Related DOT Titles and Codes**

Maintenance Mechanic                      638.281-014  
Maintenance-Mechanic Helper      638.684-018  
Maintenance Mechanic (const.)      620.281-046

### **Sources of Information**

- ♦ California Occupational Guide # 136
- ♦ Occupational Outlook Handbook Page # 356

## **Local Training Opportunities**

Currently there is no specific training offered locally for this occupation.

Please see Local Training Facilities Section for more information.

# Office Managers

OES Code: 169167998

15 Employers Responding, 19 Jobs Represented

## Description of Occupation

Office Managers coordinate activities of clerical personnel in organization: Analyzes and organizes office operations and procedures, such as typing, filing, preparation of payroll, requisition of supplies, and other clerical services. Evaluates office production, revises procedures, or devises new forms to improve efficiency of workflow. Establishes uniform correspondence procedures and style practices. Coordinates activities of various clerical departments or workers within department. Reviews clerical and personnel records to ensure completeness, accuracy, and timeliness. May prepare organizational budget and monthly financial reports. May hire, train, and supervise clerical staff. May compile, store, and retrieve managerial data, using computer.

## Wages/Benefits

Wages	Range	Median
New hires, no experience	10.15 13.00	12.00
New hires, experienced	7.50 17.26	11.51
3+yrs experience with firm	8.00 20.14	12.36

**Hours** Most employers reported employment is full time averaging 40 hours per week; some employers reported part time employment averaging 24 hours per week.

## Benefits Offered

Benefits	Employer Pays All		Share of Cost		Employee Pays All	
	FT	PT	FT	PT	FT	PT
Medical	67%	7%	13%	7%	7%	
Dental	60%	7%	13%		7%	7%
Vision	27%	7%	13%			
Life	53%		7%		7%	
Sick Leave	73%	7%	7%			
Vacation	80%	13%	7%			
Retirement	47%	7%	13%		13%	
Child Care						

## Supply and Demand

### Difficulty in finding applicants

**Experienced** Employers report it is very difficult to find fully experienced and qualified applicants.

**Inexperienced** Employers report it is very difficult to find inexperienced applicants who meet their requirements.

### Recruitment Methods

Three most successful recruiting methods used by responding employers.

- ♦ Newspaper Ads 93%
- ♦ Walk-In Applicants 60%
- ♦ Employee Referrals 47%

## Size of Occupation

(Projection and Planning Information 1997-2004 as compiled by Labor Market Information Division/EDD)

- ♦ **Occupational Size** Information not available
- ♦ **Gender** Male 16%, Female 84%

# Office Managers

## Employer Requirements

### Minimum level of education required by responding employers

- ♦ High School or Equivalent 47%
- ♦ Associate Degree 20%
- ♦ Bachelor Degree 33%

### Work Experience and Training

	YES	NO	Preferred
<b>Work Experience Required</b>	80%	7%	13%
<b>Prior Training Required</b>	21%	57%	21%

**Experience** Firms requiring experience prefer 22 months experience in this occupation.

**Training** Firms requiring training stated 12 months training are needed.

### Required Skills

Oral communication skills  
 Ability to manage an activity or department  
 Ability to plan and organize the work of others  
 Record keeping skills  
 Ability to hire and assign personnel  
 Problem solving skills  
 Ability to write effectively  
 Computer literacy

## Where the Jobs Are

State and local governments  
 Manufacturing  
 Retail Services  
 Business Offices  
 Service Industry

## Projections

All employers expected employment levels to remain stable over the next 24 months.

### Occupational Forecast: 1997-2004

(Projection and Planning Information as compiled by Labor Market Information Division/EDD)

Projected Job Growth Information not available

## Other Information

**Occupational Mobility** Many employers provide promotional opportunities such as Operations Manager, General Business Manager, Controller, Vice President.

### Related DOT Titles and Codes

Manager, Office (any industry) 169.167-034  
 Manager, Office (gov't service) 188.167-058

### Sources of Information

- ♦ California Occupational Guide # n/a
- ♦ Occupational Outlook Handbook Page #259

## Local Training Opportunities

- ♦ College of the Redwoods

Please see Local Training Facilities Section for more information.

# Painters, Paperhangers-Construction and Maintenance

OES Code: 874020

13 Employers Responding, 63 Jobs Represented

## Description of Occupation

Painters, Paperhangers, Construction and Maintenance paint walls, equipment, buildings, bridges, and other structural surfaces using brushes, rollers, and spray guns. They may mix colors or oils to obtain desired color or consistency. Paperhangers cover interior walls and ceilings of rooms with decorative wallpaper or fabric.

## Wages/Benefits

Wages	Range	Median
New hires, no experience	7.00 10.00	7.50
New hires, experienced	6.75 12.78	9.00
3+ yrs experience with firm	8.00 14.78	12.00

**Hours** Almost all employers reported full time employment averaging 40 hours per week with many employers reporting part time employment averaging 19 hours per week.. A few employers reported seasonal employment averaging 33 hours per week.

## Benefits Offered

Benefits	Employer Pays All		Share of Cost		Employee Pays All	
	FT	PT	FT	PT	FT	PT
Medical	15%		15%			
Dental	8%		8%			
Vision	8%					
Life			8%		8%	
Sick Leave	15%	8%				
Vacation	38%	23%				
Retirement			15%		8%	8%
Child Care						

## Supply and Demand

### Difficulty in finding applicants

**Experienced** Employers report it is very difficult to find fully experienced and qualified applicants.

**Inexperienced** Employers report it is moderately difficult to find inexperienced applicants who meet their requirements.

### Recruitment Methods

Three most successful recruiting methods used by responding employers.

- ♦ Newspaper Ads 62%
- ♦ Employee Referrals 54%
- ♦ Walk-In Applicants 38%

## Size of Occupation

(Projection and Planning Information 1997-2004 as compiled by Labor Market Information Division/EDD)

- ♦ **Occupational Size** Medium
- ♦ **Gender** Male 83%, Female 17%

# Painters, Paperhangers-Construction and Maintenance

## Employer Requirements

### Minimum level of education required by responding employers

- ♦ Less than High School 23%
- ♦ High School or Equivalent 77%

### Work Experience and Training

	YES	NO	Preferred
<b>Work Experience Required</b>	62%	8%	31%
<b>Prior Training Required</b>	8%	85%	8%

**Experience** Firms requiring experience prefer 25 months experience in this occupation.

**Training** Firms requiring training stated 36 months training are needed.

### Required Skills

Knowledge of paints and related chemicals  
 Brush painting skills  
 Roller painting skills  
 Spray painting skills  
 Drywall installation and repair skills  
 Surface preparation skills  
 Ability to tolerate dust and paint fumes  
 Ability to work from ladders and scaffolds  
 Possession of good color perception  
 Ability to stand continuously for 2 or more hours  
 Ability to lift at least 50 lbs. repeatedly

## Where the Jobs Are

Residential Building Construction  
 Painting and Paper Hanging Firms  
 Sawmills and Planing Mills  
 Colleges and Universities

## Projections

Almost all employers expected employment levels to remain stable over the next 24 months with a few expecting levels to grow.

### Occupational Forecast 1997-2004

(Projection and Planning Information as compiled by Labor Market Information Division/EDD)

Projected Job Growth Average

## Other Information

**Occupational Mobility** Many employers provide promotional opportunities such as Lead Painter, Supervisor, Job Foreman, Maintenance Supervisor, Manager.

### Related DOT Titles and Codes

Painter	840.381-010
Paperhanger	841.381-010
Painter, Rough (const)	869.664-014

### Sources of Information

- ♦ California Occupational Guide # 148
- ♦ Occupational Outlook Handbook Page # 380

## Local Training Opportunities

See International Brotherhood of Painters and Allied Trades #1034 for programs offered

Please see Local Training Facilities Section for more information.

# Purchasing Managers

OES Code: 130080

15 Employers Responding, 32 Jobs Represented

## Description of Occupation

Purchasing Managers plan, organize, direct, control, or coordinate the activities of buyers, purchasing officers, and related workers involved in purchasing materials, products, or services. Includes wholesale or retail trade merchandising managers.

## Wages/Benefits

Wages	Range		Median
New hires, no experience	8.00	11.32	11.00
New hires, experienced	8.00	23.97	12.04
3+ yrs experience with firm	9.00	25.00	14.27

**Hours** Almost all employers reported employment is full time averaging 41 hours per week; a few employers reported part time employment averaging 20 hours per week.

## Benefits Offered

Benefits	Employer Pays All		Share of Cost		Employee Pays All	
	FT	PT	FT	PT	FT	PT
Medical	73%		27%			
Dental	40%		27%		13%	
Vision	40%		13%			
Life	53%		13%			
Sick Leave	80%					
Vacation	100%					
Retirement	73%		13%			
Child Care	7%					

## Supply and Demand

### Difficulty in finding applicants

**Experienced** Employers report it is very difficult to find fully experienced and qualified applicants.

**Inexperienced** Employers report it is moderately difficult to find inexperienced applicants who meet their requirements

### Recruitment Methods

Three most successful recruiting methods used by responding employers.

- ♦ Newspaper Ads 53%
- ♦ In House Promotion /Transfer 40%
- ♦ Walk-In Applicants 33%

## Size of Occupation

(Projection and Planning Information 1997-2004 as compiled by Labor Market Information Division/EDD)

- ♦ **Occupational Size** Small
- ♦ **Gender** Male 50%, Female 50%



# Purchasing Managers

## Employer Requirements

### Minimum level of education required by responding employers

- ♦ High School or Equivalent 60%
- ♦ Associate Degree 20%
- ♦ Bachelor Degree 20%

### Work Experience and Training

	YES	NO	Preferred
Work Experience Required	67%	27%	7%
Prior Training Required	7%	60%	33%

**Experience** Firms requiring experience prefer 31 months experience in this occupation.

**Training** Firms requiring training stated 18 months training are needed.

### Required Skills

Ability to plan and organize the work of others  
Negotiation skills  
Problem solving skills  
Ability to assess and analyze market conditions  
Understanding of contract law  
Ability to write effectively  
Knowledge of vendors and suppliers  
Ability to hire and assign personnel  
Oral communication skills

## Where the Jobs Are

State and Local Governments  
Lumber and Other Building Materials  
Variety of Manufacturing  
Hospitals

## Projections

Almost all employers expected employment levels to remain stable over the next 24 months with few expecting levels to grow.

### Occupational Forecast 1997-2004

(Projection and Planning Information as compiled by Labor Market Information Division/EDD)

Projected Job Growth Faster than average

## Other Information

**Occupational Mobility** Some employers provide promotional opportunities such as General Manager, Vice President, Supervisor.

### Related DOT Titles and Codes

Purchasing Agent 162.157-038  
Purchasing Clerk 249.367-066  
Purchaser, Automotive Parts 249.367-058

### Sources of Information

- ♦ California Occupational Guide # n/a
- ♦ Occupational Outlook Handbook Page # 65

## Local Training Opportunities

- ♦ College of the Redwoods
- ♦ Humboldt State University

Please see Local Training Facilities Section for more information.

# Registered Nurses

OES Code: 325020

11 Employers Responding, 230 Jobs Represented

## Description of Occupation

Registered Nurses administer nursing care to ill or injured persons. This group includes administrative, public health, industrial, private duty, and surgical nurses. Licensing or registration is required. Does not include Nursing Instructors and Teachers.

## Wages/Benefits

Wages	Range		Median
New hires, no experience	13.90	20.00	17.31
New hires, experienced	14.00	21.31	18.11
3+ yrs experience with firm	15.71	23.97	19.04

**Hours** Most employers reported employment is full time averaging 38 hours per week. Almost all employers reported part time employment averaging 22 hours per week. Some employers reported temporary or on call employment averaging 22 hours per week.

### Benefits Offered

Benefits	Employer Pays All		Share of Cost		Employee Pays All	
	FT	PT	FT	PT	FT	PT
Medical	55%	9%	27%	55%		
Dental	45%		18%	55%		
Vision	45%		9%	45%		
Life	55%	18%	9%	36%		
Sick Leave	73%	45%		18%		
Vacation	73%	45%		18%	9%	9%
Retirement	27%	18%	36%	27%		
Child Care						

## Supply and Demand

### Difficulty in finding applicants

**Experienced** Employers report it is very difficult to find fully experienced and qualified applicants.

**Inexperienced** Employers report it is very difficult to find inexperienced applicants who meet their requirements.

### Recruitment Methods

Three most successful recruiting methods used by responding employers.

- ♦ Newspaper Ads 70%
- ♦ Employee Referrals 60%
- ♦ Walk-In Applicants 60%

## Size of Occupation

(Projection and Planning Information 1997-2004 as compiled by Labor Market Information Division/EDD)

- ♦ **Occupational Size** Very Large
- ♦ **Gender** Male 28%, Female 72%

# Registered Nurses

## Employer Requirements

### Minimum level of education required by responding employers

- ♦ High School or Equivalent 9%
- ♦ Associate Degree 64%
- ♦ Bachelor Degree 18%
- ♦ Graduate Study 9%

### Work Experience and Training

	YES	NO	Preferred
Work Experience Required	36%	27%	36%
Prior Training Required	82%	18%	0%

**Experience** Firms requiring experience prefer 12 months experience in this occupation.

**Training** Firms requiring training stated 33 months training are needed.

### Required Skills

Ability to complete and explain insurance forms  
Ability to plan and organize the work of others  
Ability to provide personal services to patients  
Ability to administer an electro-cardiograph (EKG) test  
Record keeping skills  
Intensive care treatment skills  
Ability to apply transferring techniques moving patients  
Ability to write effectively

## Where the Jobs Are

Nursing and Personal Care Facilities  
Hospitals  
Home Health Care Services

## Projections

Many employers expected employment levels to remain stable over the next 24 months with many expecting levels to grow.

### Occupational Forecast 1997-2004

(Projection and Planning Information as compiled by Labor Market Information Division/EDD)

Projected Job Growth Faster than average

## Other Information

**Occupational Mobility** Most employers provide promotional opportunities such as Charge Nurse, Specialty Nurse, Nursing Supervisor, Clinical Director, Program Director.

### Related DOT Titles and Codes

Nurse Practitioner	075.264-010
Nurse Midwife	075.264-014
Nurse, General Duty	075.364-010
Nurse, Consultant	075.127-014
Nurse, Private Duty	075.374-018

### Sources of Information

- ♦ California Occupational Guide # 29
- ♦ Occupational Outlook Handbook Page # 175

## Local Training Opportunities

- ♦ College of the Redwoods
- ♦ Humboldt State University

Please see Local Training Facilities Section for more information.

# Reporters and Correspondents

OES Code: 340110

7 Employers Responding, 23 Jobs Represented

## Description of Occupation

Reporters and Correspondents collect and analyze facts about newsworthy events by interview, investigation, or observation and report and write stories for newspapers, news magazines, radio, or television. Correspondents who broadcast news for radio and television are classified as Broadcast News Analysts.

## Wages/Benefits

Wages	Range		Median
New hires, no experience	7.00	9.00	9.00
New hires, experienced	8.00	9.00	8.63
3+ yrs experience with firm	9.00	11.51	10.00

**Hours** Almost all employers reported employment is full time averaging 40 hours per week with a few employers reporting part time employment averaging 25 hours per week. A few employers also reported temporary or on call employment averaging 15 hours per week.

## Benefits Offered

Benefits	Employer Pays All		Share of Cost		Employee Pays All	
	FT	PT	FT	PT	FT	PT
Medical			71%	14%		
Dental			57%	14%		
Vision			29%	14%		
Life	14%	14%	14%		29%	
Sick Leave	57%	14%				
Vacation	71%	29%			14%	
Retirement	14%		14%		14%	
Child Care						

## Supply and Demand

### Difficulty in finding applicants

**Experienced** Employers report it is moderately difficult to find fully experienced and qualified applicants.

**Inexperienced** Employers report it is very difficult to find inexperienced applicants who meet their requirements.

### Recruitment Methods

Three most successful recruiting methods used by responding employers.

- ◆ Colleges/Universities 57%
- ◆ Newspaper Ads 43%
- ◆ Walk-In Applicants 43%

## Size of Occupation

(Projection and Planning Information 1997-2004 as compiled by Labor Market Information Division/EDD)

- ◆ **Occupational Size** Small
- ◆ **Gender** Male 61%, Female 39%

# Reporters and Correspondents

## Employer Requirements

### Minimum level of education required by responding employers

- ♦ High School or Equivalent 14%
- ♦ Associate Degree 57%
- ♦ Bachelor Degree 29%

### Work Experience and Training

	YES	NO	Preferred
Work Experience Required	29%	14%	57%
Prior Training Required	29%	43%	29%

**Experience** Firms requiring experience prefer 14 months experience in this occupation.

**Training** Firms requiring training stated 12 months training are needed.

### Required Skills

Ability to write effectively  
Typing skills  
Ability to use a computer terminal  
Ability to use a personal computer  
Basic math skills  
Ability to read and follow instructions  
Oral communication skills

## Where the Jobs Are

Newspapers  
Radio and Television Broadcasting  
Periodicals

## Projections

Most employers expected employment levels to remain stable over the next 24 months with some expecting levels to grow.

### Occupational Forecast 1997-2004

(Projection and Planning Information as compiled by Labor Market Information Division/EDD)

Projected Job Growth                      Remain stable

## Other Information

**Occupational Mobility** Most employers provide promotional opportunities such as News Director, Editor, Executive Producer, Anchor.

### Related DOT Titles and Codes

Reporter    131.262-018  
Correspondent                                      131.262-018

### Sources of Information

- ♦ California Occupational Guide # 113
- ♦ Occupational Outlook Handbook Page # 185

## Local Training Opportunities

- ♦ College of the Redwoods
- ♦ Humboldt State University

Please see Local Training Facilities Section for more information.

# Salespersons-Retail (Except Vehicle Sales)

OES Code: 490112

17 Employers Responding, 238 Jobs Represented

## Description of Occupation

Retail Salespersons (except Vehicle Sales) sell a variety of merchandise to the public. They assist the customer in making selections, obtain or receive the merchandise, total the bill, receive the payment in cash or by check or credit card, operate a cash register, and make change for the customer. They may stock shelves and set up advertising displays. Does not include workers who work primarily as Cashiers.

## Wages/Benefits

Wages	Range		Median
New hires, no experience	6.25	7.00	6.50
New hires, experienced	6.25	10.00	7.50
3+ yrs experience with firm	7.00	14.00	9.00

**Hours** Almost all employers reported employment is full time averaging 38 hours per week. Most employers also reported part time employment averaging 21 hours per week with a few reporting temporary or on call employment averaging 23 hours per week.

## Benefits Offered

Benefits	Employer Pays All		Share of Cost		Employee Pays All	
	FT	PT	FT	PT	FT	PT
Medical	65%	6%	18%			
Dental	41%	6%	18%			
Vision	35%	6%	12%			
Life	47%	6%	12%		6%	6%
Sick Leave	47%	35%				
Vacation	94%	41%				
Retirement	41%	6%	24%	12%		
Child Care						

## Supply and Demand

### Difficulty in finding applicants

**Experienced** Employers report it is very difficult to find fully experienced and qualified applicants.

**Inexperienced** Employers report it is moderately difficult to find inexperienced applicants who meet their requirements.

### Recruitment Methods

Three most successful recruiting methods used by responding employers.

- ♦ Walk-In Applicants 88%
- ♦ Employee Referrals 47%
- ♦ Newspaper Ads 47%

## Size of Occupation

(Projection and Planning Information 1997-2004 as compiled by Labor Market Information Division/EDD)

- ♦ **Occupational Size** Very Large
- ♦ **Gender** Male 53%, Female 47%

# ***Salespersons-Retail (Except Vehicle Sales)***

## **Employer Requirements**

### **Minimum level of education required by responding employers**

- ♦ Less than High School 47%
- ♦ High School or Equivalent 53%

### **Work Experience and Training**

	YES	NO	Preferred
<b>Work Experience Required</b>	35%	53%	12%
<b>Prior Training Required</b>	12%	82%	6%

**Experience** Firms requiring experience prefer 11 months experience in this occupation.

**Training** Firms requiring training stated 9 months training are needed.

### **Required Skills**

Ability to stand continuously for 2 or more hours  
Ability to apply sales techniques  
Understanding of inventory techniques  
Ability to make change  
Ability to operate a cash register  
Ability to write effectively  
Oral communication skills  
Customer service skills

## **Where the Jobs Are**

Department Stores  
Furniture and Home Furnishings Store  
Hardware Stores  
Family Clothing Stores

## **Projections**

Most employers expected employment levels to remain stable over the next 24 months with some expecting levels to grow.

### **Occupational Forecast 1997-2004**

(Projection and Planning Information as compiled by Labor Market Information Division/EDD)

Projected Job Growth                      Average

## **Other Information**

**Occupational Mobility** Almost all employers provide promotional opportunities such as Department Manager, Assistant Manager, Manager, Office Manager, Buyer, Supervisor.

### **Related DOT Titles and Codes**

Salesperson, General                      279.357-054  
Sales Clerk (retail trade)                290.477-014  
Sales Attendant (retail trade)          299.677-010

### **Sources of Information**

- ♦ California Occupational Guide # 536
- ♦ Occupational Outlook Handbook Page # 244

## **Local Training Opportunities**

- ♦ Humboldt County Regional Occupational Program
- ♦ Northern Humboldt Union H.S. Adult Education

Please see Local Training Facilities Section for more information.

# Traffic, Shipping, and Receiving Clerks

OES Code: 580280

15 Employers Responding, 51 Jobs Represented

## Description of Occupation

Traffic, Shipping, and Receiving Clerks verify and keep records on incoming and outgoing shipments and prepare items for shipment. Duties include assembling, addressing, stamping, and shipping merchandise or material; receiving, unpacking, verifying, and recording incoming merchandise or material; and arranging for the transportation of products. Does not include Stock Clerks, and workers whose primary duties involve weighing and checking.

## Wages/Benefits

Wages	Range		Median
New hires, no experience	6.25	9.00	6.50
New hires, experienced	6.25	10.00	7.50
3+ yrs experience with firm	7.00	12.00	10.00

**Hours** All employers reported employment is full time averaging 40 hours per week; a few employers reported part time employment averaging 23 hours per week.

## Benefits Offered

Benefits	Employer Pays All		Share of Cost		Employee Pays All	
	FT	PT	FT	PT	FT	PT
Medical	53%	7%	40%			
Dental	27%	7%	20%		7%	
Vision	27%	7%	13%			
Life	27%		7%		7%	
Sick Leave	67%	7%				
Vacation	100%	7%				
Retirement	27%		33%		7%	
Child Care						

## Supply and Demand

### Difficulty in finding applicants

**Experienced** Employers report it is very difficult to find fully experienced and qualified applicants.

**Inexperienced** Employers report it is moderately difficult to find inexperienced applicants who meet their requirements.

### Recruitment Methods

Three most successful recruiting methods used by responding employers.

- ♦ Newspaper Ads 67%
- ♦ Employee Referrals 53%
- ♦ Walk-In Applicants 33%

## Size of Occupation

(Projection and Planning Information 1997-2004 as compiled by Labor Market Information Division/EDD)

- ♦ **Occupational Size** Large
- ♦ **Gender** Male 71%, Female 29%



# Traffic, Shipping, and Receiving Clerks

## Employer Requirements

### Minimum level of education required by responding employers

- ♦ Less than High School 7%
- ♦ High School or Equivalent 93%

### Work Experience and Training

	YES	NO	Preferred
Work Experience Required	7%	20%	73%
Prior Training Required	0%	87%	13%

**Experience** Firms requiring experience prefer 9 months experience in this occupation.

**Training** Firms requiring training stated 9 months training are needed.

### Required Skills

Ability to stand continuously for 2 or more hours  
Ability to lift at least 60 lbs. repeatedly  
Ability to operate a fork lift  
Ability to plan and organize the work of others  
Record keeping skills  
Understanding of inventory techniques  
Ability to use the US & private parcel post service  
Possession of a valid driver's license  
Ability to write effectively  
Ability to type at least 30 wpm  
Oral communication skills

## Where the Jobs Are

Lumber and Other Building Materials  
Machinery Equipment, and Supplies  
Groceries and Related Products  
Motor Vehicles, Parts and Supplies

## Projections

Most employers expected employment levels to remain stable over the next 24 months with some expecting levels to grow and a few expecting levels to decline.

### Occupational Forecast 1997-2004

(Projection and Planning Information as compiled by Labor Market Information Division/EDD)

Projected Job Growth          Remain Stable

## Other Information

**Occupational Mobility** Almost all employers provide promotional opportunities such as Department Manager, Supervisor, Warehouse Manager, Sales, Forklift Operator, Assistant Manager.

### Related DOT Titles and Codes

Shipping and Receiving Clerk 222.387-050  
Traffic Clerk 214.587-014  
Shipping-Order Clerk 219.367-030

### Sources of Information

- ♦ California Occupational Guide # 63
- ♦ Occupational Outlook Handbook Page # 274

## Local Training Opportunities

- ♦ College of the Redwoods
- ♦ Eureka City Schools Adult Education
- ♦ Northern Humboldt Union H.S. Adult Education

Please see Local Training Facilities Section for more information.

# Welfare Eligibility Workers & Interviewers

OES Code: 535020

1 Employer Responding, 152 Jobs Represented

## Description of Occupation

Welfare Eligibility Workers and Interviewers interview and investigate applicants and recipients to determine eligibility for use of social programs and agency resources. Their duties include recording and evaluating personal and financial data obtained from individuals; initiating procedures to grant, modify, deny, or terminate eligibility for various aid programs; authorizing amount of grants; and preparing reports. These workers generally receive specialized training and assist Social Service Caseworkers.

## Wages/Benefits

Union Wages	Range		Median
New hires, no experience	9.78	9.78	9.78
New hires, experienced	11.22	11.22	11.22
3+ yrs experience with firm	12.37	12.37	12.37

**Hours** Almost all employment is full time averaging 40 hours per week with a few jobs reported as temporary or on call averaging 20 hours per week..

## Benefits Offered

Benefits	Employer Pays All		Share of Cost		Employee Pays All	
	FT	PT	FT	PT	FT	PT
Medical			100%			
Dental	100%					
Vision	100%					
Life	100%					
Sick Leave	100%					
Vacation	100%					
Retirement	100%					
Child Care						

## Supply and Demand

### Difficulty in finding applicants

**Experienced** Information not available

**Inexperienced** Employers report it is moderately difficult to find inexperienced applicants who meet their requirements.

### Recruitment Methods

Three most successful recruiting methods used by responding employers.

- ♦ In House Promotion /Transfer 100%
- ♦ Newspaper Ads 100%
- ♦ Colleges / Universities 100%

## Size of Occupation

(Projection and Planning Information 1997-2004 as compiled by Labor Market Information Division/EDD)

- ♦ **Occupational Size** Large
- ♦ **Gender** Male 13%, Female 87%

# Welfare Eligibility Workers & Interviewers

## Employer Requirements

**Minimum level of education required by responding employers**

- ♦ High School or Equivalent 100%

### Work Experience and Training

	YES	NO	Preferred
<b>Work Experience Required</b>		100%	
<b>Prior Training Required</b>		100%	

**Experience** Prior experience in this occupation is not required.

**Training** Prior training in this occupation is not required.

### Required Skills

Record keeping skills  
Alphabetic and numeric filing skills  
Ability to use a calculator  
Ability to interview others for information  
Ability to understand foreign accents  
Ability to write effectively  
Oral communication skills

## Where the Jobs Are

Local Government

## Projections

All employers expected employment levels to remain stable over the next 24 months.

### **Occupational Forecast 1997-2004**

(Projection and Planning Information as compiled by Labor Market Information Division/EDD)

Projected Job Growth Slow decline

## Other Information

**Occupational Mobility** All employers provide promotional opportunities such as Eligibility Supervisor, Employment Training Worker.

### Related DOT Titles and Codes

Investigator 168.267-062

### Sources of Information

- ♦ California Occupational Guide # n/a
- ♦ Occupational Outlook Handbook Page # 253

## Local Training Opportunities

- ♦ College of the Redwoods
- ♦ Humboldt State University

Please see Local Training Facilities Section for more information.

# Guide to Occupational Summaries 2000

## Description of Occupation

Descriptions are taken from the Occupational Employment Statistics (OES) Dictionary, published by the U.S. Department of Labor. These descriptions provide a direct relationship to Occupational Employment Projections data produced by the Employment Development Department.

## Wages/Benefits

### Wages

Obtained from employer surveys, extreme wage responses not representative of most employers are omitted. Ranges reported are representative of most employers reporting. Results, including the range and the median, are reported for three levels of skills and experience defined as follows:

**New hires, no experience:** Persons trained or otherwise qualified, but with no paid experience in the occupation.

**New hires, experienced:** Experienced persons, or persons at the journey-level, but just starting at the firm.

**3+ yrs experience with firm:** Experienced persons, or persons at the journey-level, with at least 3 years experience at the firm.

A separate union wage scale is used when union employment exceeds 20% of an occupation's total employment. It is also used when union and non-union wages differ by more than 10%.

Wage information is presented as a tool for evaluating and comparing the potential earnings of one occupation with another. Wage information is not intended to represent official prevailing wages.

### Hours and Benefits Offered

This data is obtained from employer surveys. Refer to **Key Terms** along lower left corner of the page for corresponding percentage value of the terms **All**, **Almost All**, **Most**, **Many**, **Some**, and **Few** used throughout this section and others.

As an example regarding benefits, "7/15" should be read as "7 out of 15 employers responding to the benefits questions offer the specified benefit."

2000 benefits are shown as percentages on a graphic table. Shaded areas represent no benefits provided.

## Supply/Demand Assessment

Obtained from employer survey results, the following terms refer to the relative difficulty employers experience in locating qualified applicants for entry and experienced positions in the occupation:

**Very Difficult** = Demand is considerably greater than the supply of qualified applicants. Employers often cannot find qualified applicants when an opening exists.

**Moderately Difficult** = Demand is somewhat greater than the supply of qualified applicants. Employers may have some difficulty finding qualified applicants at times.

**Not Difficult** = Supply of qualified applicants is considerably greater than demand, creating a very competitive job market for applicants.

When vacancy information is presented, **Key Terms** are applied.

## Education/Training/Experience

This section presents the amount and kind of education, work experience, training and skills required or preferred by surveyed employers. **Key Terms** are applied.

While minimum educational requirements have been shown as employers expressed them, these educational requirements are not always essential for the performance of job duties. Because the lack of education will create a barrier with some employers, employer's educational statements have been included in this report.

**Key Terms:** *All: 100%; Almost All: 80 – 99%; Most: 60 – 79%; Many: 40 – 59%; Some: 20 – 39%; Few: <20%*

# *Guide to Occupational Summaries 2000*

## **Employment Trends/Size**

Information projecting employment levels over the next three years was obtained from employer surveys. **Key Terms** are applied.

### **EDD Occupational Projections**

The term (small, medium, large, or very large) used to describe the size of a particular occupation refers to its estimated number of workers in the county. Occupational size in Humboldt County is measured using the following scale:

**Small** = Less than 68

**Medium** = 68 – 136

**Large** = 137 – 295

**Very Large** = 296 and above

## **Recruitment Methods**

This data is obtained from employer surveys, and presented in ratios similar to that of the benefits section. Therefore, “9/12” should be read as “9 out of 12 employers responding to this question use the specified method as one of their primary recruitment methods.”

2000 shows only the top three recruitment methods.

## **Occupational Mobility**

Data in this section is also obtained from employer surveys. **Key Terms** are applied. It should be kept in mind that the possibility of promotional and advancement varies considerably between employers.

## **Training Opportunities**

When applicable, training programs offered within Humboldt County are listed. A more detailed description of these programs can be obtained from the Vocational Training Directory published by the Employment Training Department of Humboldt County, or by contacting the schools or associations directly. A list of local schools, related to occupations contained in this publication, are located in the Local Training Facilities Section in the back of this book.

## **Where the Jobs Are**

This information is compiled from EDD’s projected Humboldt County employment data. Common industrial groups employing workers in the specified occupations are listed.

## **DOT Codes and Titles**

The Dictionary of Occupational Titles (DOT) uses a more detailed classification system than does the OES system. However, each OES-defined occupation can be matched to a number of related DOT-defined occupations. This section includes some of the more sizeable DOT occupations associated with the OES occupations surveyed.

## **Additional Information**

**Unions:** Union percentages are based on employer surveys. **Key Terms** are applied.

**Occupational Outlook Handbook:** This handbook, published by the Bureau of Labor Statistics, contains further information on each occupation.

**CA Occupational Guides:** Further information on each occupation can also be found in these guides published by EDD.

# Automotive Body and Related Repair

OES Code: 853050

12 Employers Responding, 70 Jobs Represented, 69 Males, 1 Female

## Description of Occupation

Automotive Body and Related Repairers repair, repaint and refinish automotive vehicle bodies, straighten vehicle frames, and replace damaged vehicle glass.

## Supply/Demand Assessment

Almost all employers expect employment levels to remain stable over the next 24 months, with few expecting levels to grow. No employers expected levels to decline.

## Wages/Benefits

Non-Union Wages	Range	Median
New hires, no experience	6.00 11.00	8.50
New hires, experienced	8.00 17.00	12.00
3+yrs experience with firm	10.00 19.00	17.00

Union Wages	Range	Median
New hires, no experience	7.00 9.40	8.20
New hires, experienced	8.40 9.40	8.50
3+yrs experience with firm	12.60 18.75	15.50

## Hours

Almost all employment is full-time, averaging 40 hours per week; few jobs are part-time, averaging 13 hours per week.

## Benefits Offered

Benefits	Employer pays all		Share of cost		Employee pays all	
	FT	PT	FT	PT	FT	PT
Med. Insur	42%		17%			
Dental Insur	33%		8%			
Vision Insur	17%		8%			
Life Insur	17%					
Sick Leave						
Vacation	50%					
Retirement	33%		8%	8%		
Child Care						
Other	8%					

## How difficult is it to find applicants?

**Experienced:** Employers report it is very difficult to find fully experienced and qualified applicants.

**Inexperienced:** Employers report it is moderately difficult to find inexperienced applicants.

## Employer Requirements

### Minimum level of education for most recent hires.

- ♦ Less than high school 50%
- ♦ High school or equivalent 50%

## Work Experience and Training

	YES	NO	Preferred
Work Experience Required	33%	33%	33%
Training as a Substitute for Experience	63%	38%	0%

# *Automotive Body and Related Repair*

## **Required Skills**

Skill in working with fiberglass  
Ability to operate power hand tools  
Ability to tolerate dust and paint fumes  
Ability to lift 70 lbs. repeatedly  
Ability to work independently  
Basic math skills  
Ability to read and follow directions

## **Occupational Mobility**

Most firms report they do offer promotional opportunities, with some firms reporting they do not.

## **Local Training Opportunities**

- ♦ College of the Redwoods
- ♦ Humboldt Regional Occupational Program

Please see Local Training Facilities Section for more information.

## **Employment Trend/Size**

### **Occupational Forecast: 1996-2003**

(Projection and Planning Information as compiled by Labor Market Information Division/EDD)

- ♦ Occupational Size: Small
- ♦ Projected Job Growth Size: 40%
- ♦ Growth: Much Faster Than Average

## **Where the Jobs Are**

Automotive Repair Shops  
Top & Body Repair & Paint Shops

## **DOT Codes and Titles**

620.684-034	Used-Car Renovator
807.267-010	Shop Estimator
807.361-010	Auto Body Customizer
807.381-010	Automobile-Body Repairer

## **Recruitment Methods**

Three most successful recruiting methods used by responding employers.

	# of Firms
♦ Walk-In Applicants	9/12
♦ In house Promo/Transfers	8/12
♦ Other	8/12

## **Additional Information**

- ♦ California Occupational Guide #68
- ♦ Occupational Outlook Handbook Page #352



# Cashiers

OES Code: 490230

15 Employers Responding, 328 Jobs Represented, 93 Males, 235 Females

## Description of Occupation

Cashiers receive and disburse cash payments, handle credit transactions, make change, issue receipts, and balance the tender drawer in a variety of establishments. Their work usually involves the use of adding machines, cash registers, and change makers.

## Wages/Benefits

Level of skill	Range		Median
New hires, no experience	5.75	7.00	6.00
New hires, experienced	5.75	8.00	6.40
3+yrs experience with firm	6.25	10.00	7.50

## Hours

Most employment is part-time, averaging 25 hours per week, Some jobs are full-time, averaging 39 hours per week.

## Benefits Offered

Benefits	Employer pays all		Share of cost		Employee pays all	
	FT	PT	FT	PT	FT	PT
Med. Insur	47%	13%	40%	7%		
Dental Insur	47%	13%	33%	7%		
Vision Insur	33%	13%	13%	7%		
Life Insur	27%		27%	7%		
Sick Leave	33%	13%				
Vacation	47%	27%				
Retirement	27%	7%	13%	7%		
Child Care						
Other	13%	13%			13%	

## Supply/Demand Assessment

Almost all employers expect employment levels to remain stable over the next 24 months, with few expecting levels to grow. No employers expected levels to decline.

### How difficult is it to find applicants?

**Experienced:** Employers report it is not difficult to find fully experienced and qualified applicants.

**Inexperienced:** Employers report it is moderately difficult to find inexperienced applicants.

## Employer Requirements

### Minimum level of education for most recent hires.

- ♦ Less than high school 67%
- ♦ High school or equivalent 33%

## Work Experience and Training

	YES	NO	Preferred
Work Experience Required	0%	60%	40%
Training as a Substitute for Experience	50%	50%	0%



# Cashiers

## Required Skills

Cash handling skills  
Ability to stand continuously for 2 or more hours  
Public contact skills  
Ability to work under pressure  
Basic math skills  
Oral communication skills

## Occupational Mobility

All firms report they do offer promotional opportunities.

## Local Training Opportunities

- ♦ Humboldt Regional Occupational Program
- ♦ Eureka Adult School

Please see Local Training Facilities Section for more information.

## Employment Trend/Size

### Occupational Forecast: 1996-2003

(Projection and Planning Information as compiled by Labor Market Information Division/EDD)

- ♦ Occupational Size: Very large
- ♦ Projected Job Growth Size: 13.6%
- ♦ Growth: Slower Than Average

## Where the Jobs Are

Grocery Stores  
Gasoline Service Stations  
Eating and Drinking Places

## DOT Codes and Titles

209.567-014	Order Clerk, Food and Beverage
211.362-010	Cashier I
211.462-010	Cashier II
211.462-014	Cashier-Checker

## Recruitment Methods

Three most successful recruiting methods used by responding employers.

	# of Firms
♦ In house Promo/Transfers	15/15
♦ Walk-In Applicants	14/15
♦ Other	7/15

## Additional Information

- ♦ California Occupational Guide #31
- ♦ Occupational Outlook Handbook Page #248

# Cooks

OES Code: 650260

15 Employers Responding, 82 Jobs Represented, 62 Males, 20 Females

## Description of Occupation

Restaurant Cooks prepare, season, and cook soups, meats, vegetables, desserts, and other foodstuffs in restaurants. They may order supplies, keep records and accounts, price items on a menu, or plan the menu.

## Supply/Demand Assessment

Almost all employers expect employment levels to remain stable over the next 24 months, with few expecting levels to grow. No employers expected levels to decline.

### How difficult is it to find applicants?

**Experienced:** Employers report it is moderately difficult to find fully experienced and qualified applicants.

**Inexperienced:** Employers report it is moderately difficult to find inexperienced applicants.

## Wages/Benefits

Level of skill	Range		Median
New hires, no experience	5.75	6.50	5.75
New hires, experienced	5.75	7.50	6.50
3+ yrs experience with firm	6.50	10.00	9.00

### Hours

Many of the employers state that employment is full-time, averaging 39 hours per week. Many employers stated that employment is part-time, averaging 26 hours per week.

### Benefits Offered

Benefits	Employer pays all		Share of cost		Employee pays all	
	FT	PT	FT	PT	FT	PT
Med. Insur	7%		7%			13%
Dental Insur	7%		7%			13%
Vision Insur	7%					13%
Life Insur	7%					13%
Sick Leave	7%					
Vacation	7%					
Retirement	7%					
Child Care						
Other						

## Employer Requirements

### Minimum level of education for most recent hires.

- ♦ Less than high school 80%
- ♦ High school or equivalent 20%

## Work Experience and Training

	YES	NO	Preferred
Work Experience Required	40%	40%	20%
Training as a Substitute for Experience	33%	67%	0%

# *Cooks*

## **Required Skills**

Ability to stand continuously for 2 or more hours  
Ability to work under pressure  
Basic math skills  
Ability to read and follow instructions  
Oral communication skills

## **Occupational Mobility**

Many firms report they do not offer promotional opportunities, with many reporting they do.

## **Local Training Opportunities**

- ♦ Humboldt Regional Occupational Program

Please see Local Training Facilities Section for more information.

## **Employment Trend/Size**

### **Occupational Forecast: 1996-2003**

(Projection and Planning Information as compiled by Labor Market Information Division/EDD)

- ♦ Occupational Size: Large
- ♦ Projected Job Growth Size: 17.4%
- ♦ Growth: Faster Than Average

## **Where the Jobs Are**

Eating Establishments  
Hotels and Motels

## **DOT Codes and Titles**

313.281-010	Cook
313.361-018	Cook Apprentice
313.381-022	Cook, Barbecue
315.361-022	Cook, Station

## **Recruitment Methods**

Three most successful recruiting methods used by responding employers.

	# of Firms
♦ Walk-In Applicants	15/15
♦ Other	12/15
♦ Employee Referrals	6/15
♦ Newspaper Ads	6/15

## **Additional Information**

- ♦ California Occupational Guide #366
- ♦ Occupational Outlook Handbook Page #312

# Counter and Rental Clerks

OES Code: 490170

16 Employers Responding, 106 Jobs Represented, 48 Males, 58 Females

## Description of Occupation

Counter and Rental Clerks receive articles and/or orders for service, such as rentals, repairs, dry-cleaning, and storage. They may compute cost and accept payment.

## Supply/Demand Assessment

Almost all employers expect employment levels to remain stable over the next 24 months, with few expecting levels to grow. No employers expected levels to decline.

## Wages/Benefits

Level of skill	Range		Median
New hires, no experience	5.75	7.00	6.00
New hires, experienced	5.75	8.00	6.25
3+yrs experience with firm	6.50	10.00	7.75

### How difficult is it to find applicants?

**Experienced:** Employers report it is very difficult to find fully experienced and qualified applicants.

**Inexperienced:** Employers report it is moderately difficult to find inexperienced applicants.

### Hours

Many of the employers state that employment is full-time, averaging 40 hours per week: Many employers stated that employment is part-time, averaging 24 hours per week.

## Employer Requirements

### Minimum level of education for most recent hires.

- ♦ Less than high school 69%
- ♦ High school or equivalent 31%

### Benefits Offered

Benefits	Employer pays all		Share of cost		Employee pays all	
	FT	PT	FT	PT	FT	PT
Med. Insur	31%	6%		6%		
Dental Insur	13%	6%				
Vision Insur	13%	6%				
Life Insur				6%		
Sick Leave	13%					
Vacation	25%	6%				
Retirement	19%			6%		
Child Care						
Other			13%			

## Work Experience and Training

	YES	NO	Preferred
<b>Work Experience Required</b>	19%	50%	31%
<b>Training as a Substitute for Experience</b>	0%	100%	0%

# *Counter and Rental Clerks*

## **Required Skills**

Cash handling skills  
Ability to stand continuously for 2 or more hours  
Customer service skills  
Basic math skills  
Ability to read and follow instructions  
Ability to write legibly  
Oral communication skills

## **Occupational Mobility**

Most firms report they do offer promotional opportunities, with some reporting they do not.

## **Local Training Opportunities**

- ♦ Humboldt Regional Occupational Program
- ♦ Eureka Adult School

Please see Local Training Facilities Section for more information.

## **Employment Trend/Size**

### **Occupational Forecast: 1996-2003**

(Projection and Planning Information as compiled by Labor Market Information Division/EDD)

- ♦ Occupational Size: Large
- ♦ Projected Job Growth Size: 29.4%
- ♦ Growth: Much Faster Than Average

## **Where the Jobs Are**

Misc. Amusement, Recreation Service  
Video Tape Rental  
Laundry, Cleaning, & Garment Service

## **DOT Codes and Titles**

216.482-030	Laundry Pricing Clerk
249.362-010	Counter Clerks
259.357-014	Tool-And-Equipment-Rental Clerk

## **Recruitment Methods**

Three most successful recruiting methods used by responding employers.

	# of Firms
♦ Walk-In Applicants	13/15
♦ Employee Referrals	10/15
♦ In-House Promo/Transfer	8/15
♦ Newspaper Ads	8/15

## **Additional Information**

- ♦ California Occupational Guide #511
- ♦ Occupational Outlook Handbook Page #249

# Dental Assistants

OES Code: 660020

15 Employers Responding, 46 Jobs Represented, 1 Male, 45 Females

## Description of Occupation

Dental Assistants assist the dentist at the chair by preparing patients and equipment, keeping records, and performing related duties as required.

## Supply/Demand Assessment

Most employers expect employment levels to remain stable over the next 24 months, with some expecting levels to grow. No employers expected levels to decline.

### How difficult is it to find applicants?

**Experienced:** Employers report it is very difficult to find fully experienced and qualified applicants.

**Inexperienced:** Employers report it is moderately difficult to find inexperienced applicants.

## Wages/Benefits

Level of skill	Range		Median
New hires, no experience	7.50	10.00	9.00
New hires, experienced	8.00	12.00	10.00
3+yrs experience with firm	11.00	16.00	12.00

### Hours

Almost all of the employers state that employment is full-time, averaging 37 hours per week: Few employers stated that employment is part-time, averaging 23 hours per week.

### Benefits Offered

Benefits	Employer pays all		Share of cost		Employee pays all	
	FT	PT	FT	PT	FT	PT
Med. Insur	47%	7%	27%	7%		7%
Dental Insur	40%	13%	13%	7%	7%	
Vision Insur	20%	7%	7%			
Life Insur			7%			
Sick Leave	87%	13%				
Vacation	80%	13%	7%			
Retirement	67%	13%	7%	7%		
Child Care						
Other						

## Employer Requirements

### Minimum level of education for most recent hires.

- ♦ High school or equivalent 73%
- ♦ Associate Degree 27%

## Work Experience and Training

	YES	NO	Preferred
Work Experience Required	40%	27%	33%
Training as a Substitute for Experience	45%	55%	0%

# *Dental Assistants*

## **Required Skills**

Ability to follow oral instructions  
Ability to write effectively  
Ability to perform or assist with dental procedures  
Ability to read and follow instructions  
Ability to write legibly  
Oral communication skills

## **Occupational Mobility**

Some firms report they do offer promotional opportunities, with most reporting they do not.

## **Local Training Opportunities**

- ♦ College of the Redwoods

Please see Local Training Facilities Section for more information.

## **Employment Trend/Size**

### **Occupational Forecast: 1996-2003**

(Projection and Planning Information as compiled by Labor Market Information Division/EDD)

- ♦ Occupational Size: Medium
- ♦ Projected Job Growth Size: 25.0%
- ♦ Growth: Much Faster Than Average

## **Where the Jobs Are**

Offices and Clinics of Dentists

## **DOT Codes and Titles**

079.361-018 Dental Assistants

## **Recruitment Methods**

Three most successful recruiting methods used by responding employers.

	<b># of Firms</b>
♦ Employee Referrals	12/15
♦ Newspaper Ads	11/15
♦ School, Programs Referrals	6/15
♦ Colleges/Universities	6/15

## **Additional Information**

- ♦ California Occupational Guide #27
- ♦ Occupational Outlook Handbook Page #317

# Hotel Desk Clerks

OES Code: 538080

15 Employers Responding, 75 Jobs Represented, 18 Males, 57 Females

## Description of Occupation

Hotel Desk Clerks accommodate hotel patrons by registering and assigning rooms to guests, issuing room keys, transmitting and receiving messages, keeping records of rooms occupied and guests' accounts, making and confirming reservations, and presenting statements to and collecting payments from departing guests.

## Wages/Benefits

Level of skill	Range		Median
New hires, no experience	5.75	7.50	6.38
New hires, experienced	5.75	8.00	6.50
3+yrs experience with firm	6.50	9.00	8.00

## Hours

Some of the employers state that employment is full-time, averaging 40 hours per week: Many employers stated that employment is part-time, averaging 26 hours per week.

## Benefits Offered

Benefits	Employer pays all		Share of cost		Employee pays all	
	FT	PT	FT	PT	FT	PT
Med. Insur	7%		13%			
Dental Insur	7%		7%			
Vision Insur	7%		7%			
Life Insur			13%			
Sick Leave			7%			
Vacation	27%	13%	7%			
Retirement			13%	7%		
Child Care						
Other			7%			

## Supply/Demand Assessment

Almost all employers expect employment levels to remain stable over the next 24 months, with few expecting levels to grow. No employers expected levels to decline.

### How difficult is it to find applicants?

**Experienced:** Employers report it is very difficult to find fully experienced and qualified applicants.

**Inexperienced:** Employers report it is moderately difficult to find inexperienced applicants.

## Employer Requirements

### Minimum level of education for most recent hires.

- ♦ Less than high school 27%
- ♦ High school or equivalent 73%

## Work Experience and Training

	YES	NO	Preferred
<b>Work Experience Required</b>	20%	60%	20%
<b>Training as a Substitute for Experience</b>	33%	67%	0%



# *Hotel Desk Clerks*

## **Required Skills**

Record keeping skills  
Cash handling skills  
Good grooming skills  
Public contact skills  
Ability to work under pressure  
Customer service skills  
Ability to write legibly  
Oral communication skills

## **Occupational Mobility**

Most firms report they do offer promotional opportunities, with some reporting they do not.

## **Local Training Opportunities**

- ♦ Humboldt Regional Occupational Program
- ♦ Eureka Adult School
- ♦ College of the Redwoods

Please see Local Training Facilities Section for more information.

## **Employment Trend/Size**

### **Occupational Forecast: 1996-2003**

(Projection and Planning Information as compiled by Labor Market Information Division/EDD)

- |                              |         |
|------------------------------|---------|
| ♦ Occupational Size:         | Medium  |
| ♦ Projected Job Growth Size: | 15.4%   |
| ♦ Growth:                    | Average |

## **Where the Jobs Are**

Hotels and Motels

## **DOT Codes and Titles**

238.367-038 Hotel Clerk

## **Recruitment Methods**

Three most successful recruiting methods used by responding employers.

- |                           | <b># of Firms</b> |
|---------------------------|-------------------|
| ♦ Newspaper Ads           | 12/15             |
| ♦ In-House Promo/Transfer | 8/15              |
| ♦ Walk-In Applicants      | 7/15              |

## **Additional Information**

- ♦ California Occupational Guide #70
- ♦ Occupational Outlook Handbook Page #282

# Industrial Truck and Tractor Operators

OES Code: 979470

8 Employers Responding, 52 Jobs Represented, 46 Males, 6 Females

## Description of Occupation

Industrial Truck and Tractor Operators operate gasoline or electric powered industrial trucks or tractors equipped with fork lift, elevated platform, or trailer hitch to move materials within an establishment, warehouse, storage yard, factory, or at a construction site. Does not include Logging Tractor Operators.

## Wages/Benefits

Level of skill	Range		Median
New hires, no experience	6.00	11.03	7.67
New hires, experienced	6.75	12.50	8.75
3+ yrs experience with firm	8.50	16.15	10.30

### Hours

Most of the employers state that employment is full-time, averaging 41 hours per week: Some employers stated that employment is part-time, averaging 23 hours per week.

### Benefits Offered

Benefits	Employer pays all		Share of cost		Employee pays all	
	FT	PT	FT	PT	FT	PT
Med. Insur	38%	13%	63%	13%		
Dental Insur	25%	13%	63%	13%		
Vision Insur	13%	13%	50%	13%		
Life Insur	38%		38%	13%		
Sick Leave	63%	25%				
Vacation	75%	25%	13%			
Retirement	38%	25%	25%			
Child Care						13%
Other	25%	13%	13%			13%

## Supply/Demand Assessment

All employers expect employment levels to remain stable over the next 24 months, with none expecting levels to grow. No employers expected levels to decline.

### How difficult is it to find applicants?

**Experienced:** Employers report it is very difficult to find fully experienced and qualified applicants.

**Inexperienced:** Employers report it is moderately difficult to find inexperienced applicants.

## Employer Requirements

### Minimum level of education for most recent hires.

- ♦ Less than high school 25%
- ♦ High school or equivalent 75%

## Work Experience and Training

	YES	NO	Preferred
Work Experience Required	13%	88%	0%
Training as a Substitute for Experience	0%	100%	0%

# ***Industrial Truck and Tractor Operators***

## **Required Skills**

Good hand-eye coordination  
Possession of a valid driver's license  
Possession of a fork lift driver's certificate  
Possession of mechanical aptitude  
Ability to read and follow instructions  
Oral communication skills

## **Occupational Mobility**

Most firms report they do offer promotional opportunities, with some reporting they do not.

## **Local Training Opportunities**

Currently there is no specific training offered for this occupation.

Please see Local Training Facilities Section for more information.

## **Employment Trend/Size**

### **Occupational Forecast: 1996-2003**

(Projection and Planning Information as compiled by Labor Market Information Division/EDD)

- ◆ Occupational Size: Large
- ◆ Projected Job Growth Size: 3.8%
- ◆ Growth: Slower Than Average

## **Where the Jobs Are**

Sawmills and Planing Mills, General  
Reconstitute Wood Products  
Lumber, Plywood, and Millwork

## **DOT Codes and Titles**

921.683-042	Front End Loader Operator
921.683-050	Industrial-Truck operator
929.583-010	Yard Workers
929.683-014	Tractor Operator

## **Recruitment Methods**

Three most successful recruiting methods used by responding employers.

- |                      | <b># of Firms</b> |
|----------------------|-------------------|
| ◆ Newspaper Ads      | 4/8               |
| ◆ Word of Mouth      | 4/8               |
| ◆ Walk-In Applicants | 4/8               |

## **Additional Information**

- ◆ California Occupational Guide #190
- ◆ Occupational Outlook Handbook Page #466

# Instructional Aides

OES Code: 315211

15 Employers Responding, 157 Jobs Represented, 5 Males, 152 Females

## Description of Occupation

Instructional Aides work under the direct supervision of classroom teachers to assist the teacher in instructional tasks, and activities involving games, sports, arts, and crafts. They also do routine clerical tasks such as record keeping, maintaining classroom supplies, and operating office equipment. They may assist teachers with the instruction of mentally or physically handicapped pupils.

## Wages/Benefits

Level of skill	Range		Median
New hires, no experience	5.75	8.00	6.25
New hires, experienced	6.00	8.72	6.30
3+yrs experience with firm	6.25	10.50	7.95

### Hours

Few of the employers state that employment is full-time, averaging 38 hours per week. Almost all employers stated that employment is part-time, averaging 20 hours per week. Few stated employment is seasonal, averaging 4 hours per week.

### Benefits Offered

Benefits	Employer pays all		Share of cost		Employee pays all	
	FT	PT	FT	PT	FT	PT
Med. Insur	7%	13%				
Dental Insur	7%	7%				
Vision Insur		7%				
Life Insur	7%					
Sick Leave		27%			7%	
Vacation		40%			7%	7%
Retirement	7%					
Child Care	7%	13%	7%			
Other		7%				

## Supply/Demand Assessment

Almost all employers expect employment levels to remain stable over the next 24 months, with few expecting levels to grow. No employers expected levels to decline.

### How difficult is it to find applicants?

**Experienced:** Employers report it is very difficult to find fully experienced and qualified applicants.

**Inexperienced:** Employers report it is moderately difficult to find inexperienced applicants.

## Employer Requirements

### Minimum level of education for most recent hires.

- ♦ High school or equivalent 87%
- ♦ Associate Degree 13%

## Work Experience and Training

	YES	NO	Preferred
Work Experience Required	27%	33%	40%
Training as a Substitute for Experience	40%	60%	0%

# *Instructional Aides*

## **Required Skills**

Understanding of a variety of cultures  
Knowledge of early childhood development  
Oral reading skills  
Classroom management skills  
Ability to administer emergency first aid  
Ability to handle crisis situations  
Ability to exercise patience  
Oral communication skills

## **Occupational Mobility**

Almost all firms report they do offer promotional opportunities, with few reporting they do not.

## **Local Training Opportunities**

- ◆ College of the Redwoods
- ◆ Eureka Adult School
- ◆ Humboldt Regional Occupational Program
- ◆ Humboldt State University

Please see Local Training Facilities Section for more information.

## **Employment Trend/Size**

### **Occupational Forecast: 1996-2003**

(Projection and Planning Information as compiled by Labor Market Information Division/EDD)

- ◆ Occupational Size: Very Large
- ◆ Projected Job Growth Size: 19.5%
- ◆ Growth: Faster Than Average

## **Where the Jobs Are**

Elementary and Secondary School  
Junior College  
School & Educational Services, Nec.

## **DOT Codes and Titles**

099.327-010	Teachers Aide I
219.467-010	Grading Clerk
249.367-074	Teachers Aide II
249.367-086	Satellite-Instruction Facilitator

## **Recruitment Methods**

Three most successful recruiting methods used by responding employers.

	# of Firms
◆ Newspaper Ads	12/15
◆ Walk-In Applicants	9/15
◆ In House Promo/Transfer	7/15

## **Additional Information**

- ◆ California Occupational Guide #502
- ◆ Occupational Outlook Handbook Page #162

# Lodging Manager

OES Code: 150262

13 Employers Responding, 18 Jobs Represented, 2 Males, 16 Females

## Description of Occupation

Lodging Managers plan, organize, direct, control, or coordinate activities of an organization or department that provides lodging such as hotel, motel, or tourist courts.

## Supply/Demand Assessment

All employers expect employment levels to remain stable over the next 24 months, with none expecting levels to grow. No employers expected levels to decline.

## Wages/Benefits

Level of skill	Range		Median
New hires, no experience	8.00	25.57	11.50
New hires, experienced	5.75	13.00	9.50
3+yrs experience with firm	8.63	15.00	12.00

### How difficult is it to find applicants?

**Experienced:** Employers report it is moderately difficult to find fully experienced and qualified applicants.

**Inexperienced:** Employers report it is very difficult to find inexperienced applicants.

### Hours

Almost all of the employers state that employment is full -time, averaging 40 hours per week: Few employers stated that employment is part-time , averaging 30 hours per week.

## Employer Requirements

### Minimum level of education for most recent hires.

- ♦ Less than high school 23%
- ♦ High school or equivalent 77%

### Benefits Offered

Benefits	Employer pays all		Share of cost		Employee pays all	
	FT	PT	FT	PT	FT	PT
Med. Insur	15%		15%			
Dental Insur	15%		8%			
Vision Insur	23%		8%			
Life Insur			15%			
Sick Leave	8%		8%			
Vacation	38%		8%			
Retirement	8%		8%			
Child Care						
Other	8%		8%			

## Work Experience and Training

	YES	NO	Preferred
Work Experience Required	54%	15%	31%
Training as a Substitute for Experience	9%	91%	0%

# *Lodging Manager*

## **Required Skills**

Ability to maintain financial record  
Ability to manage an activity or department  
Ability to hire and assign personnel  
Problem solving skills  
Public contact skills  
Ability to work under pressure  
Oral communication skills

## **Occupational Mobility**

Some firms report they do offer promotional opportunities, with most reporting they do not.

## **Local Training Opportunities**

- ◆ College of the Redwoods
- ◆ Humboldt State University
- ◆ Eureka Adult School

Please see Local Training Facilities Section for more information.

## **Employment Trend/Size**

### **Occupational Forecast: 1996-2003**

(Projection and Planning Information as compiled by Labor Market Information Division/EDD)

- ◆ Occupational Size: Large
- ◆ Projected Job Growth Size: 19.9%
- ◆ Growth: Faster Than Average

## **Where the Jobs Are**

Hotels and Motels

## **DOT Codes and Titles**

187.117-038	Manager, Hotel and Motel
187.167-066	Manager, Camp
187.167-078	Manager, Convention
320.137-010	Manager, Boarding House
320.137-014	Manager, Lodging Facilities

## **Recruitment Methods**

Three most successful recruiting methods used by responding employers.

	# of Firms
◆ Newspaper Ads	7/13
◆ Word of mouth	7/13
◆ Employee Referrals	6/13

## **Additional Information**

- ◆ California Occupational Guide #114
- ◆ Occupational Outlook Handbook Page #53

# Maids and Housekeeping Cleaners

OES Code: 670020

17 Employers Responding, 150 Jobs Represented, 13 Males, 137 Females

## Description of Occupation

Maids and Housekeeping Cleaners perform any combination of tasks to maintain rooms in commercial establishments, such as hotels, restaurants and hospitals, in a clean and orderly condition. Their duties include making beds, replenishing linens, cleaning rooms and halls, and arranging furniture.

## Wages/Benefits

Level of skill	Range		Median
New hires, no experience	5.75	6.50	5.88
New hires, experienced	5.75	7.00	6.15
3+yrs experience with firm	6.00	9.00	7.00

### Hours

Some of the employers state that employment is full-time, averaging 40 hours per week. Many employers stated that employment is part-time averaging 25 hours per week. Few stated it was seasonal or temporary/on-call, averaging 17-18 hours per week.

### Benefits Offered

Benefits	Employer pays all		Share of cost		Employee pays all	
	FT	PT	FT	PT	FT	PT
Med. Insur	12%	6%	12%			
Dental Insur	6%	6%	6%			
Vision Insur	6%	6%	6%			
Life Insur			12%			
Sick Leave	6%	6%	6%			
Vacation	24%	18%	6%			
Retirement			12%	6%		
Child Care						
Other		6%				

## Supply/Demand Assessment

Almost all employers expect employment levels to remain stable over the next 24 months, with few expecting levels to grow. No employers expected levels to decline.

### How difficult is it to find applicants?

**Experienced:** Employers report it is very difficult to find fully experienced and qualified applicants.

**Inexperienced:** Employers report it is moderately difficult to find inexperienced applicants.

## Employer requirements

### Minimum level of education for most recent hires.

- ♦ Less than high school 76%
- ♦ High school or equivalent 24%

## Work Experience and Training

	YES	NO	Preferred
Work Experience Required	6%	76%	18%
Training as a Substitute for Experience	50%	50%	0%



# ***Maids and Housekeeping Cleaners***

## **Required Skills**

Ability to stand for prolonged periods  
Ability to work independently  
Ability to follow oral instructions  
Ability to read and follow instructions

## **Occupational Mobility**

Most firms report they do offer promotional opportunities, with some reporting they do not.

## **Local Training Opportunities**

Currently there is no specific training offered for this occupation.

Please see Local Training Facilities Section for more information.

## **Employment Trend/Size**

### **Occupational Forecast: 1996-2003**

(Projection and Planning Information as compiled by Labor Market Information Division/EDD)

- |                              |            |
|------------------------------|------------|
| ◆ Occupational Size:         | Very Large |
| ◆ Projected Job Growth Size: | 16.7%      |
| ◆ Growth:                    | Average    |

## **Where the Jobs Are**

General Medical and Surgical Hospital  
Hotels and Motels

## **DOT Codes and Titles**

323.687-010	Cleaners, Hospital
323.687-014	Cleaners, Housekeeping
323.687-018	Housecleaner

## **Recruitment Methods**

Three most successful recruiting methods used by responding employers.

- |                      | <b># of Firms</b> |
|----------------------|-------------------|
| ◆ Newspaper Ads      | 12/17             |
| ◆ Employee Referrals | 10/17             |
| ◆ Walk-In Applicants | 10/17             |

## **Additional Information**

- ◆ California Occupational Guide #511
- ◆ Occupational Outlook Handbook Page #329

# Maintenance Repairers-General Utility

OES Code: 851320

15 Employers Responding, 45 Jobs Represented, 42 Males, 3 Females

## Description of Occupation

General Utility Repairers perform work involving two or more maintenance skills to keep the machines, mechanical equipment, and/or structure of an establishment in repair. This occupation is generally found in a small establishment where specialization in maintenance work is impractical. Their duties may involve pipefitting, boilermaking, insulating, welding, machining, machine and equipment repairing, carpentry, and electrical work, as well as planning and laying out of work relating to repairs; repairing electrical and/or mechanical equipment; installing, aligning, and balancing new equipment; and repairing buildings, floors, or stairs.

## Wages/Benefits

Non-Union Wages	Range		Median
New hires, no experience	6.50	7.50	7.00
New hires, experienced	6.50	10.80	8.00
3+ yrs experience with firm	7.50	14.00	9.50
Union Wages	Range		Median
New hires, no experience	0.00	0.00	0.00
New hires, experienced	10.00	18.13	12.39
3+ yrs experience with firm	12.00	19.99	13.66

### Hours

Almost all of the employers state that employment is full-time, averaging 40 hours per week. Few employers stated that employment is part-time or temporary/on-call, averaging 19-20 hours per week.

### Benefits Offered

Benefits	Employer pays all		Share of cost		Employee pays all	
	FT	PT	FT	PT	FT	PT
Med. Insur	47%		13%			
Dental Insur	27%		13%			
Vision Insur	33%		7%			
Life Insur	20%		13%		7%	
Sick Leave	33%	7%	7%			
Vacation	60%	7%	7%			
Retirement	27%		7%		7%	
Child Care			0%			
Other	13%		7%			

## Supply/Demand Assessment

Almost all employers expect employment levels to remain stable over the next 24 months, with some expecting levels to grow. No employers expected levels to decline.

### How difficult is it to find applicants?

**Experienced:** Employers report it is moderately difficult to find fully experienced and qualified applicants.

**Inexperienced:** Employers report it is not difficult to find inexperienced applicants.

## Employer Requirements

### Minimum level of education for most recent hires.

- ♦ Less than high school 53%
- ♦ High school or equivalent 47%

# ***Maintenance Repairers-General Utility***

## **Work Experience and Training**

	<b>YES</b>	<b>NO</b>	<b>Preferred</b>
<b>Work Experience Required</b>	80%	0%	20%
<b>Training as a Substitute for Experience</b>	20%	80%	0%

## **Required Skills**

Organizational skills  
Ability to lift 50 lbs. repeatedly  
Ability to work independently  
Oral communication skills  
Problem solving abilities

## **Employment Trend/Size**

### **Occupational Forecast: 1996-2003**

(Projection and Planning Information as compiled by Labor Market Information Division/EDD)

- ◆ Occupational Size: Very Large
- ◆ Projected Job Growth Size: 15.8%
- ◆ Growth: Average

## **Recruitment Methods**

Three most successful recruiting methods used by responding employers.

- |                      | <b># of Firms</b> |
|----------------------|-------------------|
| ◆ Newspaper Ads      | 11/15             |
| ◆ Employee Referrals | 7/15              |
| ◆ Walk-In Applicants | 6/15              |

## **Occupational Mobility**

Many firms report they do offer promotional opportunities, with most reporting they do not.

## **Local Training Opportunities**

Currently there is no specific training offered for this occupation.

Please see Local Training Facilities Section for more information.

## **Where the Jobs Are**

Hotels and Motels  
Sawmills and Planing Mills  
Residential Building Construction

## **DOT Codes and Titles**

- |             |                                   |
|-------------|-----------------------------------|
| 899.261-014 | Maintenance Repairers, Industrial |
| 899.381-010 | Maintenance Repairers, Building   |

## **Additional Information**

- ◆ California Occupational Guide #560
- ◆ Occupational Outlook Handbook Page #368

# Medical Secretaries

OES Code: 551050

15 Employers Responding, 64 Jobs Represented, 0 Male, 64 Females

## Description of Occupation

Medical Secretaries perform secretarial duties utilizing specific knowledge of medical terminology and hospital, clinic, or laboratory procedures. Their duties include taking dictation, and compiling and recording medical charts, reports, and correspondence, as well as preparing and sending bills to patients or recording appointments.

## Wages/Benefits

Level of skill	Range		Median
New hires, no experience	6.00	8.50	7.50
New hires, experienced	6.25	9.00	8.00
3+ yrs experience with firm	7.29	11.75	10.00

## Hours

Most of the employers state that employment is full-time, averaging 40 hours per week. Some employers stated that employment is part-time, averaging 26 hours per week.

## Benefits Offered

Benefits	Employer pays all		Share of cost		Employee pays all	
	FT	PT	FT	PT	FT	PT
Med. Insur	53%	13%	13%	7%		
Dental Insur	27%		7%	7%		
Vision Insur	33%					
Life Insur	20%					
Sick Leave	73%	7%				
Vacation	73%	13%				
Retirement	60%	7%				
Child Care						
Other	20%					

## Supply/Demand Assessment

Almost all employers expect employment levels to remain stable over the next 24 months, with few expecting levels to grow. No employers expected levels to decline.

## How difficult is it to find applicants?

**Experienced:** Employers report it is very difficult to find fully experienced and qualified applicants.

**Inexperienced:** Employers report it is moderately difficult to find inexperienced applicants.

## Employer Requirements

### Minimum level of education for most recent hires.

- ♦ High school or equivalent 100%

## Work Experience and Training

	YES	NO	Preferred
Work Experience Required	20%	7%	73%
Training as a Substitute for Experience	36%	64%	0%

# *Medical Secretaries*

## **Required Skills**

Ability to complete and explain insurance forms  
Ability to follow billing procedures  
Telephone answering skills  
Knowledge of medical terminology  
Basic math skills  
Oral communication skills

## **Occupational Mobility**

Many firms report they do offer promotional opportunities, with most reporting they do not.

## **Local Training Opportunities**

- ◆ College of the Redwoods
- ◆ Eureka Adult School
- ◆ Humboldt Regional Occupational Program

Please see Local Training Facilities Section for more information.

## **Employment Trend/Size**

### **Occupational Forecast: 1996-2003**

(Projection and Planning Information as compiled by Labor Market Information Division/EDD)

- ◆ Occupational Size: Medium
- ◆ Projected Job Growth Size: 11.1%
- ◆ Growth: Slower Than Average

## **Where the Jobs Are**

Offices and Clinics of Medical Doctors  
Offices and Clinics of Dentists  
General Medical and Surgical Hospital

## **DOT Codes and Titles**

201.362-038 Medical Secretary

## **Recruitment Methods**

Three most successful recruiting methods used by responding employers.

	<b># of Firms</b>
◆ Newspaper Ads	9/15
◆ Word of Mouth	7/15
◆ Walk-In Applicants	5/15
◆ Employment Development Department	5/15

## **Additional Information**

- ◆ California Occupational Guide #177
- ◆ Occupational Outlook Handbook Page #304

# Receptionists and Information Clerks

OES Code: 553050

13 Employers Responding, 63 Jobs Represented, 5 Males, 58 Females

## Description of Occupation

Receptionists and Information Clerks answer inquiries and obtain information for general public (customers, visitors, and other interested parties) concerning activities conducted at an establishment, such as the location of offices or persons with the firm, departments within the store, or services within the hotel. They may perform a variety of other clerical duties. Does not include Receptionists who primarily operate switchboards.

## Wages/Benefits

Level of skill	Range		Median
New hires, no experience	6.00	8.50	7.00
New hires, experienced	6.25	9.00	8.00
3+yrs experience with firm	7.29	11.75	9.00

### Hours

Most of the employers state that employment is full-time, averaging 39 hours per week. Some employers stated that employment is part-time, averaging 26 hours per week. Few are seasonal, averaging 37 hours. Few are Temporary/On-Call, averaging 10 hours per week.

### Benefits Offered

Benefits	Employer pays all		Share of cost		Employee pays all	
	FT	PT	FT	PT	FT	PT
Med. Insur	77%	23%	8%	8%		
Dental Insur	46%	15%	15%	8%	8%	
Vision Insur	46%	15%	8%			
Life Insur	54%	8%	8%			
Sick Leave	62%	23%				
Vacation	69%	31%				
Retirement	62%	23%	8%		8%	
Child Care						
Other	8%				15%	

## Supply/Demand Assessment

Almost all employers expect employment levels to remain stable over the next 24 months, with few expecting levels to grow. No employers expected levels to decline.

### How difficult is it to find applicants?

**Experienced:** Employers report it is moderately difficult to find fully experienced and qualified applicants.

**Inexperienced:** Employers report it is not difficult to find inexperienced applicants.

## Employer Requirements

### Minimum level of education for most recent hires.

♦ High school or equivalent 100%

## Work Experience and Training

	YES	NO	Preferred
Work Experience Required	62%	15%	23%
Training as a Substitute for Experience	45%	55%	0%

# *Receptionists and Information Clerks*

## **Required Skills**

Alphabetic and numerical filing skills  
Bookkeeping skills  
Telephone answering skills  
Ability to work under pressure  
Customer service skills  
Oral communication skills

## **Occupational Mobility**

Many firms report they do offer promotional opportunities, with many reporting they do not.

## **Local Training Opportunities**

- ♦ College of the Redwoods
- ♦ Eureka Adult School
- ♦ Humboldt Regional Occupational Program

Please see Local Training Facilities Section for more information.

## **Employment Trend/Size**

### **Occupational Forecast: 1996-2003**

(Projection and Planning Information as compiled by Labor Market Information Division/EDD)

- ♦ Occupational Size: Very Large
- ♦ Projected Job Growth Size: 19.5%
- ♦ Growth: Faster Than Average

## **Where the Jobs Are**

Local, State, Federal Government  
Offices & Clinics of Medical Doctor  
Hospitals  
Business Consulting and Associations  
Accounting, Auditing, & Bookkeeping

## **Recruitment Methods**

Three most successful recruiting methods used by responding employers.

	<b># of Firms</b>
♦ Newspaper Ads	10/13
♦ In-House Promo/Transfer	6/13
♦ Walk-In Applicants	5/13
♦ Word of Mouth	5/13

## **DOT Codes and Titles**

203.362-014	Credit Reporting Clerks
205.367-038	Registrar
237.367-010	Appointment Clerks
237.367-018	Information Clerks

## **Additional Information**

- ♦ California Occupational Guide #21
- ♦ Occupational Outlook Handbook Page #284

# Teachers, Preschool

OES Code: 313030

15 Employers Responding, 87 Jobs Represented, 3 Males, 84 Females

## Description of Occupation

Preschool Teachers instruct children (normally up to 5 years of age) in activities designed to promote social, physical, and intellectual growth needed for primary school in preschool, day care centers, or other child development facilities. May be required to hold a State certification.

## Wages/Benefits

Level of skill	Range		Median
New hires, no experience	6.50	9.75	7.91
New hires, experienced	6.30	11.51	7.00
3+yrs experience with firm	7.75	14.00	8.85

### Hours

Most of the employers state that employment is full-time, averaging 39 hours per week. Some employers stated that employment is part-time, averaging 23 hours per week. Few are seasonal averaging 40 hours. Few are Temporary/On-Call, averaging 8 hours per week.

### Benefits Offered

Benefits	Employer pays all		Share of cost		Employee pays all	
	FT	PT	FT	PT	FT	PT
Med. Insur	27%		20%			7%
Dental Insur	20%		13%			7%
Vision Insur	7%		7%			7%
Life Insur	20%					
Sick Leave	33%	7%				7%
Vacation	33%	7%			13%	13%
Retirement	27%					
Child Care	13%	13%	20%	7%		
Other	7%	7%				

## Supply/Demand Assessment

Almost all employers expect employment levels to remain stable over the next 24 months, with few expecting levels to grow. No employers expected levels to decline.

### How difficult is it to find applicants?

**Experienced:** Employers report it is very difficult to find fully experienced and qualified applicants.

**Inexperienced:** Employers report it is very difficult to find inexperienced applicants.

## Employer Requirements

### Minimum level of education for most recent hires.

- ♦ High school or equivalent 80%
- ♦ Associate Degree 20%

## Work Experience and Training

	YES	NO	Preferred
Work Experience Required	80%	13%	7%
Training as a Substitute for Experience	8%	92%	0%



# *Teachers, Preschool*

## **Required Skills**

Oral reading skills  
Classroom management skills  
Ability to write effectively  
Problem solving skills  
Understanding of a variety of cultures  
Possession of a clean police record  
Ability to work under pressure  
Ability to exercise patience  
Ability to read and follow instructions

## **Occupational Mobility**

Most firms report they do offer promotional opportunities, with some reporting they do not.

## **Local Training Opportunities**

- ♦ College of the Redwoods
- ♦ Humboldt Regional Occupational Program
- ♦ Humboldt State University
- ♦ Eureka Adult School

Please see Local Training Facilities Section for more information.

## **Employment Trend/Size**

### **Occupational Forecast: 1996-2003**

(Projection and Planning Information as compiled by Labor Market Information Division/EDD)

- ♦ Occupational Size: Large
- ♦ Projected Job Growth Size: 19.2%
- ♦ Growth: Faster Than Average

## **Where the Jobs Are**

Child Day Care Services

## **Recruitment Methods**

Three most successful recruiting methods used by responding employers.

	# of Firms
♦ Newspaper Ads	13/15
♦ In-House Promo/Transfer	8/15
♦ College/Universities	8/15

## **DOT Codes and Titles**

092.227-018 Teacher Preschool

## **Additional Information**

- ♦ California Occupational Guide #275
- ♦ Occupational Outlook Handbook Page #443

# Tire Repairers and Changers

OES Code: 859530

9 Employers Responding, 42 Jobs Represented, 42 Males, 0 Female

## Description of Occupation

Tire Repairers and Changers repair and replace tires, tubes, treads, and related products on automobiles, buses, trucks, and other vehicles. Their duties include mounting tires on wheels, balancing tires and wheels, and testing and repairing damaged tires and inner tubes. Includes only employees who primarily repair and change tires.

## Wages/Benefits

Level of skill	Range	Median
New hires, no experience	5.75 10.00	7.50
New hires, experienced	7.00 10.00	8.00
3+yrs experience with firm	8.50 14.50	12.00

## Hours

Almost all of the employers state that employment is full-time, averaging 41 hours per week. Few employers stated that employment is part-time, averaging 30 hours per week.

## Benefits Offered

Benefits	Employer pays all		Share of cost		Employee pays all	
	FT	PT	FT	PT	FT	PT
Med. Insur	44%		33%	11%		
Dental Insur	44%		22%	11%	11%	
Vision Insur	22%		11%	11%		
Life Insur	22%	11%				
Sick Leave	22%	11%			11%	
Vacation	78%	11%				
Retirement	56%	11%				
Child Care						
Other	11%					

## Supply/Demand Assessment

Almost all employers expect employment levels to remain stable over the next 24 months, with few expecting levels to grow. No employers expected levels to decline.

## How difficult is it to find applicants?

**Experienced:** Employers report it is very difficult to find fully experienced and qualified applicants.

**Inexperienced:** Employers report it is very difficult to find inexperienced applicants.

## Employer Requirements

### Minimum level of education for most recent hires.

- ♦ Less than high school 22%
- ♦ High school or equivalent 78%

## Work Experience and Training

	YES	NO	Preferred
Work Experience Required	22%	33%	44%
Training as a Substitute for Experience	50%	50%	0%

# ***Tire Repairers and Changers***

## **Required Skills**

Oral communication skills  
Tire changing skills  
Tire repairing skills  
Public contact skills  
Knowledge of safe equipment operating practices

## **Occupational Mobility**

Most firms report they do offer promotional opportunities, with some reporting they do not.

## **Local Training Opportunities**

Currently there is no specific training offered for this occupation.

Please see Local Training Facilities Section for more information.

## **Employment Trend/Size**

### **Occupational Forecast: 1996-2003**

(Projection and Planning Information as compiled by Labor Market Information Division/EDD)

- ◆ Occupational Size: Medium
- ◆ Projected Job Growth Size: 37.5%
- ◆ Growth: Much Faster Than Average

## **Where the Jobs Are**

Auto and Home Supply Stores  
Department Stores

## **Recruitment Methods**

Three most successful recruiting methods used by responding employers.

	# of Firms
◆ Walk-In Applicants	8/9
◆ Newspaper Ads	4/9
◆ Employee Referrals	4/9

## **DOT Codes and Titles**

915.684-010 Tire Repairer

## **Additional Information**

- ◆ California Occupational Guide #251
- ◆ Occupational Outlook Handbook Page #490

# Truck Drivers – Heavy or Tractor Trailer

OES Code: 971020

15 Employers Responding, 234 Jobs Represented, 225 Males, 9 Females

## Description of Occupation

Heavy or Tractor Trailer Truck Drivers drive tractor-trailer combinations or trucks with a capacity of more than three tons to transport and deliver goods, livestock, or materials in liquid, loose or packaged form. They may be required to unload trucks.

## Supply/Demand Assessment

Almost all employers expect employment levels to remain stable over the next 24 months, with few expecting levels to grow. No employers expected levels to decline.

### How difficult is it to find applicants?

**Experienced:** Employers report it is moderately difficult to find fully experienced and qualified applicants.

**Inexperienced:** Employers report it is moderately difficult to find inexperienced applicants.

## Wages/Benefits

Level of skill	Range		Median
New hires, no experience	8.00	14.60	11.25
New hires, experienced	9.50	15.05	10.00
3+yrs experience with firm	10.00	17.11	14.00

### Hours

Most of the employers state that employment is full-time, averaging 45 hours per week. Few employers stated that employment is part-time, averaging 20 hours per week. Some employers stated that employment was seasonal, averaging 41 hours per week.

### Benefits Offered

Benefits	Employer pays all		Share of cost		Employee pays all	
	FT	PT	FT	PT	FT	PT
Med. Insur	40%		40%			
Dental Insur	33%		20%			
Vision Insur	27%		13%			
Life Insur	33%		20%			
Sick Leave	20%					
Vacation	40%					
Retirement	13%		13%			
Child Care						
Other	7%		13%			

## Employer Requirements

### Minimum level of education for most recent hires.

- ♦ Less than high school 60%
- ♦ High school or equivalent 40%

## Work Experience and Training

	YES	NO	Preferred
Work Experience Required	67%	13%	20%
Training as a Substitute for Experience	8%	92%	0%

# ***Truck Drivers – Heavy or Tractor Trailer***

## **Required Skills**

Ability to drive trucks long distances  
Ability to lift at least 75 lbs. repeatedly  
Ability to work independently  
Possession of a good DMV driving record  
Ability to read and follow instructions

## **Occupational Mobility**

Some firms report they do offer promotional opportunities, with most reporting they do not.

## **Local Training Opportunities**

- ♦ American Trucking School
- ♦ College of the Redwoods

Please see Local Training Facilities Section for more information

## **Employment Trend/Size**

### **Occupational Forecast: 1996-2003**

(Projection and Planning Information as compiled by Labor Market Information Division/EDD)

- ♦ Occupational Size: Very Large
- ♦ Projected Job Growth Size: 14.6%
- ♦ Growth: Average

## **Where the Jobs Are**

Local Trucking, Without Storage  
Trucking, Except Local  
Logging  
Sawmills and Planing Mills, General

## **Recruitment Methods**

Three most successful recruiting methods used by responding employers.

	<b># of Firms</b>
♦ Word of Mouth	10/15
♦ Walk-In Applicants	9/15
♦ Employee Referrals	8/15

## **DOT Codes and Titles**

900.683-010	Concrete-Mixing Truck Drivers
902.683-010	Dump-Truck Driver
904.383-010	Tractor-Trailer-Truck Driver

## **Additional Information**

- ♦ California Occupational Guide #255
- ♦ Occupational Outlook Handbook Page #473

# Truck Drivers, Light Inc. Delivery & Route

OES Code: 971050

15 Employers Responding, 57 Jobs Represented, 45 Males, 12 Females

## Description of Occupation

Light Drivers, including Delivery and Route Workers, drive vehicles with a capacity under three tons. They deliver or pick up merchandise and may load and unload trucks. Does not include workers whose duties include sales.

## Supply/Demand Assessment

All employers expect employment levels to remain stable over the next 24 months, No employers expected levels to decline.

### How difficult is it to find applicants?

**Experienced:** Employers report it is moderately difficult to find fully experienced and qualified applicants.

**Inexperienced:** Employers report it is moderately difficult to find inexperienced applicants.

## Wages/Benefits

Level of skill	Range		Median
New hires, no experience	5.75	9.00	7.00
New hires, experienced	5.75	10.22	7.67
3+yrs experience with firm	6.50	14.75	9.11

### Hours

Most of the employers state that employment is full-time, averaging 42 hours per week. Few employers stated that employment is part-time, averaging 19 hours per week. Few employers stated employment is seasonal, averaging 40 hours per week.

### Benefits Offered

Benefits	Employer pays all		Share of cost		Employee pays all	
	FT	PT	FT	PT	FT	PT
Med. Insur	27%	7%	53%			
Dental Insur	7%	7%	20%			
Vision Insur	7%		13%	7%		
Life Insur	33%		20%	7%		
Sick Leave	27%	7%				
Vacation	60%	7%	7%			
Retirement	7%	7%	13%		7%	
Child Care						
Other			13%			

## Employer Requirements

### Minimum level of education for most recent hires.

- ♦ Less than high school 33%
- ♦ High school or equivalent 67%

## Work Experience and Training

	YES	NO	Preferred
Work Experience Required	27%	60%	13%
Training as a Substitute for Experience	33%	67%	0%

# *Truck Drivers, Light Inc. Delivery & Route*

## Required Skills

Ability to load and unload freight  
Ability to work independently  
Possession of a good DMV driving record  
Ability to read and follow instructions

## Occupational Mobility

Most firms report they do offer promotional opportunities, with some reporting they do not.

## Local Training Opportunities

- ♦ College of the Redwoods
- ♦ Eureka Adult School

Please see Local Training Facilities Section for more information.

## Employment Trend/Size

### Occupational Forecast: 1996-2003

(Projection and Planning Information as compiled by Labor Market Information Division/EDD)

- ♦ Occupational Size: Very Large
- ♦ Projected Job Growth Size: 16.7%
- ♦ Growth: Average

## Where the Jobs Are

Air Courier Service  
Truck, Except Local  
Logging  
Sawmills and Planing Mills, General

## Recruitment Methods

Three most successful recruiting methods used by responding employers.

	# of Firms
♦ Word of Mouth	9/15
♦ Newspaper Ads	9/15
♦ Employee Referrals	6/15

## DOT Codes and Titles

906.683-010	Food-Service Driver
906.683-018	Telephone-Directory-Distributor
906.683-022	Truck Driver, Light
913.663-018	Driver

## Additional Information

- ♦ California Occupational Guide #23
- ♦ Occupational Outlook Handbook Page #473

# Waiters and Waitresses

OES Code: 650080

15 Employers Responding, 176 Jobs Represented, 69 Males, 107 Females

## Description of Occupation

Waiters and Waitresses serve food and/or beverages to patrons at tables. They usually take orders from patrons and make out the check. Their duties may include setting tables with linen and silverware and taking payment from patrons. They may serve customers at counters as well as tables. Does not include workers who only work at counters.

## Wages/Benefits

Level of skill	Range		Median
New hires, no experience	5.75	5.75	5.75
New hires, experienced	5.75	5.75	5.75
3+yrs experience with firm	5.75	6.75	5.75

- ♦ Tips may be an added part of income.

### Hours

Few of the employers state that employment is full-time, averaging 39 hours per week. Most employers stated that employment is part-time, averaging 23 hours per week. Few employers stated employment is seasonal averaging 32 hours per week.

### Benefits Offered

Benefits	Employer pays all		Share of cost		Employee pays all	
	FT	PT	FT	PT	FT	PT
Med. Insur			7%			13%
Dental Insur	7%					13%
Vision Insur	7%					13%
Life Insur			7%			13%
Sick Leave						
Vacation	7%					
Retirement						
Child Care						
Other	7%	7%				

## Supply/Demand Assessment

Almost all employers expect employment levels to remain stable over the next 24 months. Few employers expect levels to grow. No employers expected levels to decline.

### How difficult is it to find applicants?

**Experienced:** Employers report it is moderately difficult to find fully experienced and qualified applicants.

**Inexperienced:** Employers report it is not difficult to find inexperienced applicants.

## Employer Requirements

### Minimum level of education for most recent hires.

- ♦ Less than high school 93%
- ♦ High school or equivalent 7%

## Work Experience and Training

	YES	NO	Preferred
Work Experience Required	40%	47%	13%
Training as a Substitute for Experience	0%	100%	0%



# *Waiters and Waitresses*

## **Required Skills**

Cash handling skills  
Ability to stand continuously for 2 or more hours  
Ability to work under pressure  
Customer service skills  
Ability to follow oral instructions  
Ability to write legibly

## **Occupational Mobility**

Most firms report they do offer promotional opportunities, with many reporting they do not.

## **Local Training Opportunities**

Currently there is no specific training offered for this occupation.

Please see Local Training Facilities Section for more information.

## **Employment Trend/Size**

### **Occupational Forecast: 1996-2003**

(Projection and Planning Information as compiled by Labor Market Information Division/EDD)

- ◆ Occupational Size: Very Large
- ◆ Projected Job Growth Size: 24.6%
- ◆ Growth: Much Faster Than Average

## **Where the Jobs Are**

Eating and Drinking Places

## **Recruitment Methods**

Three most successful recruiting methods used by responding employers.

	# of Firms
◆ Walk-In Applicants	15/15
◆ Word of Mouth	11/15
◆ Employee Referrals	7/15

## **DOT Codes and Titles**

311.477-018	Waiters/Waitress, Bar
311.477-022	Waiters/Waitress, Dining Car
311.477-026	Waiters/Waitress, Formal
311.477-026	Waiters/Waitress, Informal

## **Additional Information**

- ◆ California Occupational Guide #42
- ◆ Occupational Outlook Handbook Page #314

# Welders and Cutters

OES Code: 939140

8 Employers Responding, 44 Jobs Represented, 44 Males, 0 Female

## Description of Occupation

Welders and Cutters use flamecutting, hand, arc, and gas welding equipment, and gas torches, to weld together metal components of such products as pipeline, automobiles, boilers, and ships, or join together components of fabricated sheet metal assemblies, or cut, trim, or scarf metal objects to dimensions as specified by layout, work orders, or blueprints.

## Wages/Benefits

Level of skill	Range		Median
New hires, no experience	8.00	8.00	8.00
New hires, experienced	10.00	13.50	11.57
3+yrs experience with firm	15.00	19.00	15.00

### Hours

Almost all of the employers state that employment is full-time, averaging 40 hours per week: Few employers stated that employment is part-time, averaging 10 hours per week.

### Benefits Offered

Benefits	Employer pays all		Share of cost		Employee pays all	
	FT	PT	FT	PT	FT	PT
Med. Insur	38%		50%			
Dental Insur	25%		25%			
Vision Insur			13%			
Life Insur	25%					
Sick Leave						
Vacation	50%		13%			
Retirement	38%					
Child Care						
Other	13%					

## Supply/Demand Assessment

Most employers expect employment levels to remain stable over the next 24 months, Some employers expect levels to grow. No employers expected levels to decline.

### How difficult is it to find applicants?

**Experienced:** Employers report it is very difficult to find fully experienced and qualified applicants.

**Inexperienced:** Employers report it is very difficult to find inexperienced applicants.

## Employer Requirements

### Minimum level of education for most recent hires.

- ♦ Less than high school 63%
- ♦ High school or equivalent 38%

## Work Experience and Training

	YES	NO	Preferred
Work Experience Required	88%	0%	13%
Training as a Substitute for Experience	38%	63%	0%

# ***Welders and Cutters***

## **Required Skills**

Ability to use precision tools  
 Ability to work in awkward positions  
 Possession of mechanical aptitude  
 Ability to read and follow instructions  
 Oral communication skills

## **Occupational Mobility**

Some firms report they do offer promotional opportunities, with most reporting they do not.

## **Local Training Opportunities**

- ◆ College of the Redwoods
- ◆ Humboldt Regional Occupational Program

Please see Local Training Facilities Section for more information.

## **Employment Trend/Size**

### **Occupational Forecast: 1996-2003**

(Projection and Planning Information as compiled by Labor Market Information Division/EDD)

- ◆ Occupational Size: Medium
- ◆ Projected Job Growth Size: 12.5%
- ◆ Growth: Slower Than Average

## **Where the Jobs Are**

Fabricated Structural Metal  
 Pulp Mills  
 Sawmills and Planing Mills, General  
 Welding Repair

## **Recruitment Methods**

Three most successful recruiting methods used by responding employers.

	<b># of Firms</b>
◆ Walk-In Applicants	7/8
◆ In-House Promo/Transfer	6/8
◆ Employee Referrals	6/8

## **DOT Codes and Titles**

819.361-010	Welder-Fitter
819.361-014	Welder-Fitter Apprentice
819.381-010	Welder-Assembler
819.384-010	Welder, Combination
819.384-014	Welder Apprentice, Combination

## **Additional Information**

- ◆ California Occupational Guide #84
- ◆ Occupational Outlook Handbook Page #435

# *Survey Methodology*

## **Occupation Selection**

Occupations for this study were selected by a steering committee composed of area employers, union representatives, educators, and trainers in consultation with EDD and the Employment Training Division of Humboldt County.

The main criteria used in selecting occupations were:

1. Occupations should have a substantial employment base in the county.
2. A majority of the occupations surveyed should typically require no more than two years of formal training.
3. Employees should be able to obtain a potential wage of at least \$6.25 per hour with 6 months experience.

## **Definition of Occupations**

The method for classifying jobs used in this study is the Occupational Employment Statistics (OES) classification system developed by the U.S. Department of Labor's Bureau of Labor Statistics (BLS). BLS uses the OES classification system nationwide to study staffing patterns within industries. Examples of occupational titles include bus driver, firefighter, typist and baker.

## **Employer Sample Selection**

After the occupations were selected and defined, an employer sample was developed for each occupation. Because employers from a variety of different industries may hire persons in any given occupation, every attempt has been made to draw an employer sample representative of the industries employing workers in each study occupation.

Industries are classified by the Standard Industrial Classification Manual. An industry is a title for a group of firms that produce similar goods and services. An industry title represents the economic activity in which a firm is engaged. There are nine major industry groups: agriculture, mining, construction, manufacturing, transportation, communications, wholesale and retail trade, finance, and services. Every firm in the state is classified in one or more of these industry categories, according to the products they produce or services they provide.

The Labor Market Information Division (LMID) staff, using detailed data bases on employers and occupational staffing within industries, chose a representative sample of employers for each occupation studied. For example, a medical secretary would generally work for a firm classified in the health services category, whereas a typist may be scattered across several industries including health services, retail trade, manufacturing, etc.

This was considered for each occupation when establishing the sample of employers who would receive questionnaires. This sample was carefully reviewed and employers were added and deleted, as appropriate, to obtain a sample of 40 employers for each occupation, whenever possible.

# ***Survey Methodology***

## **Questionnaire Development**

EDD developed the questionnaire used for this study.  
(See the Sample Survey in the back of this book.)

## **Tabulations and Results**

Questionnaire responses were entered into a database and tabulations were prepared. From these tabulations, the data was analyzed and the final Occupational Summaries were prepared. Information for specific employers is and will remain strictly confidential, with only summary results being published.

## **Survey Procedures**

Employers selected for the sample were mailed questionnaires with a cover letter explaining the study and a postage-paid return envelope. Returned questionnaires were checked by ETD staff for completeness and accuracy. Employers returning incomplete or potentially inaccurate questionnaires were contacted by phone for clarifying information.

Employers not responding to mailed questionnaires within a stated response time were contacted by phone and encouraged to return the questionnaires.

A fifty-percent rate of return for complete and accurate questionnaires was set as an employer "response goal." In cases where questionnaires were refused or not returned in a reasonable amount of time, additional similar employers not in the original sample were identified and substituted.

# ***Local Training Facilities Guide***

The Employment Development Department (EDD) does not endorse the schools listed in the California Training and Education Provider (CTEP). Please note that training programs may change frequently and we recommend contacting the schools to verify the information listed in the profile.

## **Agape School of Massage**

601 5th St  
Eureka, CA 95501  
Phone (707) 445-2999  
Fax N/A

## **Century 21 of the West Inc.**

591 South Fortuna Boulevard  
Fortuna, CA 95540  
Phone (707) 725-4456  
Fax (707) 725-4470  
<http://www.c21humboldt.com>  
E-mail [bees41072@aol.com](mailto:bees41072@aol.com)

## **American Truck School**

2404 Sandy Prairie Drive  
Fortuna, CA 95540  
Phone (707) 725-1824  
Fax (707) 725-1921

## **College of the Redwoods**

### **Eureka Campus**

7351 Tompkins Hill Road  
Eureka, CA 95501  
Phone (707) 445-4100  
For a catalog (707) 441-4200  
Fax (707) 476-4400  
<http://www.redwoods.cc.ca.us/>  
Email [enrollmentservices@redwoods.edu](mailto:enrollmentservices@redwoods.edu)

## **California Training Center**

129 5th Street  
Eureka, CA 95501  
Phone (707) 476-0567  
Fax (707) 442-3011  
<http://www.cal-training.com>  
Email [Nebulon6@pacbell.net](mailto:Nebulon6@pacbell.net)

## **Dell'Arte School of Physical Theatre**

Site address: 131 H Street  
Mailing address: P. O. Box 816  
Blue Lake, CA 95525-0816  
Phone (707) 668-5663  
Fax (707) 668-5665  
<http://www.dellarte.com>  
Email [dellarte@aol.com](mailto:dellarte@aol.com)

## **Career Academy**

2655 Pechelli Ln.  
Redding, California 96002  
Phone (530) 224-7227  
Fax (530) 224-7226  
Email [miker@thecareeracademy.com](mailto:miker@thecareeracademy.com)  
<http://www.thecareeracademy.com>

## **Eureka City Schools Adult Education**

674 Allard Avenue  
Eureka, CA 95503  
Phone (707) 441-2448  
Fax (707) 442-1403  
<http://www.eurekacityschools.org>  
Email [obrienk@eurekacityschools.org](mailto:obrienk@eurekacityschools.org)

# ***Local Training Facilities Guide***

The Employment Development Department (EDD) does not endorse the schools listed in the California Training and Education Provider (CTEP). Please note that training programs may change frequently and we recommend contacting the schools to verify the information listed in the profile.

## **Fredrick & Charles Beauty College**

831 F Street  
Eureka, CA 95501  
Phone (707) 443-2733  
Fax (707) 443-1245  
Email [fcbeauty@northcoast.com](mailto:fcbeauty@northcoast.com)

## **Humboldt State University**

1 Harpst Street  
Arcata, CA 95521-8299  
Phone (707) 826-4402M-F 8:00 am-5:00 pm  
Main Fax (707) 826-6190  
<http://www.humboldt.edu/>  
Email [hsuinfo@laurel.humboldt.edu](mailto:hsuinfo@laurel.humboldt.edu)

## **H & R Block Tax Training School**

1605 Myrtle Avenue  
Eureka, CA 95501  
Phone (707) 443-5616  
Fax (707) 443-5600

## **Loving Hands Institute of Healing Arts**

639 Eleventh Street  
Fortuna, CA 95540  
Phone (707) 725-9627  
Fax (707) 725-2471  
<http://www.lovinghandsinstitute.com>  
Email [skyhawk@northcoast.com](mailto:skyhawk@northcoast.com)

## **Heartwood Institute Ltd.**

220 Harmony Lane  
Garberville, CA 95542  
Phone (707) 923-5000  
Fax (707) 923-5010  
<http://www.heartwoodinstitute.com>  
Email [hello@heartwoodinstitute.com](mailto:hello@heartwoodinstitute.com)

## **Northern Humboldt Union High School**

2755 McKinleyville Avenue  
McKinleyville, CA 95519  
Phone (707) 839-6460  
Fax (707) 839-6457  
<http://www.nohum.k12.ca.us>  
Email [myates@nohum.k12.ca.us](mailto:myates@nohum.k12.ca.us)

## **Humboldt County Regional Occupational Program**

901 Myrtle Avenue  
Eureka, CA 95501  
Phone (707) 445-7018  
Fax (707) 445-7180  
<http://www.humboldt.k12.ca.us/>  
Email [jholcombe@humboldt.k12.ca.us](mailto:jholcombe@humboldt.k12.ca.us)

# ***Local Unions of Humboldt County***

California School Employees Assn.  
1178 Gassoway Rd. Apt.8  
McKinleyville, CA 95519  
Phone # (707) 839-0516  
Fax# (707) 839-2324  
Email: [dyoung@csea.com](mailto:dyoung@csea.com)

California State Employees Assn.  
840 E St.  
Eureka, CA 95501  
Phone # (707) 445-0772  
Fax# (707) 444-2249

Carpenters Union Local #751  
840 E St.  
Eureka, CA 95501  
Phone # (707) 442-4286  
Fax# (707) 442-3456  
[www.carpenter-trng-ncal.org](http://www.carpenter-trng-ncal.org)

Carpenter Training Committee  
Randy Gourley  
800 Chadbourne Rd. Suite A  
Fairfield, CA. 94585  
Phone # (707) 399-2880  
Fax# (707) 399-8519

Humboldt County Public  
Employees' Assn. AFSCME Local  
1684  
James Smith  
840 E Street Suite 7  
Eureka, CA 95501  
Phone # (707) 443-7371  
Fax# (707) 443-0819  
[www.AFSCME.com](http://www.AFSCME.com)

International Longshoremen and  
Warehousemen's Union #14  
1126 5th Street  
Eureka, CA 95501  
Phone # (707) 442-0490  
Fax# (707) 442-8816

International Brotherhood of Painters  
and Allied Trades #1034  
840 E St.  
Eureka, CA 95501  
Phone # (707) 442-5284

Laborers Local No. 139  
David M. Wiseman  
Labor Temple  
840 E St.  
Eureka, CA 95501  
Phone # (707) 443-8588  
Fax# 443-5479

Machinists' Local 1596  
840 E St.  
Eureka, CA 95501  
Phone # (707) 443-9181

Operating Engineers Local No. 3  
Brian Bishop  
2367 Harrison Ave.  
Eureka, CA 95501  
Phone # (707) 443-7328  
Fax# (707) 443-9238

Operative Plasterer's & Cement  
Masons Union Local 335  
840 E St.  
Eureka, CA 95501  
Phone # (707) 444-8197

Plumbers and Steamfitters Local 290  
Sid Berg  
20210 S.W. Teton Ave.  
Tualatin, OR 97062  
Main Office # (503) 691-5700  
Long Distance # 1-800-452-2912  
Fax # (503) 691-0626  
Eureka Phone # (707) 442-4680  
Fax# (707) 442-4680

Redwood Empire Electrical  
Training Trust  
William Campbell (Training Director)  
**Site:** 1700 Corby Ave., Suite A  
Santa Rosa, CA 95407  
**Mail :** 1700 Corby Ave., Suite F  
Santa Rosa, CA 95407  
**Local Mail:** 840 Est.  
Eureka, CA 95501  
Phone # (707) 523-3837  
Fax # (707) 523-3829  
Email: [rejatc@sbcglobal.net](mailto:rejatc@sbcglobal.net)  
[Http://www.ibewlocal551.org  
/apprentice.html](http://www.ibewlocal551.org/apprentice.html)

Redwood Local 49 Assn. Of Western  
Pulp & Paper Workers  
1720 Victor Blvd.  
Eureka, CA 95501  
Phone # (707) 445-3432

Teamsters Organizing Committee  
3540 Southmarket St.  
Redding CA, 96001  
Phone # 1(888)243-0042  
Fax# (530)243-3115

United Food & Commercial  
Workers Union Local 101  
Ernie Behm  
840 E St., Suite 8  
Eureka, CA 95501  
Phone # (707) 442-1751  
Fax # (707) 442-9572

United Domestic Workers of  
America  
840 E St.  
Eureka, CA 95501  
Phone # (707) 445-3115

Woodworkers Lodge  
4700 Valley East Blvd.  
Arcata, CA 95521  
Phone # (707) 822-4663  
Fax# (707) 822-4665





**ALL RESPONSES ARE KEPT STRICTLY CONFIDENTIAL**  
Whom should we contact with any further questions?

Name: \_\_\_\_\_  
Position: \_\_\_\_\_  
Phone: \_\_\_\_\_ Fax: \_\_\_\_\_

<b>Occupation:</b>		
<b>Does your firm employ any individual performing the duties in the occupation described above?</b> <input type="checkbox"/> Yes <input type="checkbox"/> No If yes, please complete this survey for the occupation described. If no, please return this questionnaire to the above address. If your firm has multiple locations, please confine your answers to locations in <b>your county</b> .		
1. What job title(s) does your firm use for these duties?	Job Title(s):	
2. a. How many employees does your firm currently have in this occupation?	Number of Employees:	
b. In this occupation, how many are:	Number of Males:	Number of Females:
c. In this occupation, how many current employees are there and on average how many weekly hours do they work?		
Regular, Full Time:	Number of Employees:	Average Weekly Hours Worked:
Regular, Part Time:	Number of Employees:	Average Weekly Hours Worked:
Temporary/On Call:	Number of Employees:	Average Weekly Hours Worked:
Seasonal:	Number of Employees:	Average Weekly Hours Worked:
3. In your firm, what shifts are available for this occupation? (check all that apply)	<input type="checkbox"/> Day <input type="checkbox"/> Swing <input type="checkbox"/> Graveyard <input type="checkbox"/> Other: Please specify _____	
4. Has your firm hired in this occupation within the last 12 months?	<input type="checkbox"/> Yes <input type="checkbox"/> No	
If yes, how many were hired to fill:		
vacancies resulting from promotions within your firm?		
vacancies resulting from people in permanent positions leaving your firm?		
new permanent positions resulting from growth?		
temporary, on call, or seasonal positions?		
5. a. During the last 12 months, did your firm's employment in this occupation: (Check one)	<input type="checkbox"/> Decline <input type="checkbox"/> Remain Stable <input type="checkbox"/> Grow	
b. Over the next 24 months, do you expect your firm's employment in this occupation to: (Check one)	<input type="checkbox"/> Decline <input type="checkbox"/> Remain Stable <input type="checkbox"/> Grow	
6. When you hire applicants for this occupation, is prior experience in this occupation required? If yes or preferred, how much experience in this occupation is required/preferred? Is experience in other occupations accepted?	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Not required, but preferred _____ (months) <input type="checkbox"/> Yes <input type="checkbox"/> No Please specify below: Occupation: _____ (months)	
7. If prior experience is required when you hire applicants for this occupation, please indicate how difficult it is for your firm to find fully qualified applicants. (Circle one)		
Not Difficult      1      2      3      4      Difficult		
8. If prior experience is <u>not</u> required when you hire applicants for this occupation, please indicate how difficult it is for your firm to find qualified applicants. (Circle one)		
Not Difficult      1      2      3      4      Difficult		



